



APM 0108

Policy Memorandum No. 1 - FY 2009

TO: Elected Officials, Agency Directors and Personnel Officers
State Government Agencies

FROM: Don Thompson
State Personnel Director

DATE: April 17, 2008

SUBJECT: **ADMINISTRATIVE POLICIES AND PROCEDURES FOR THE
REGISTRATION OF AUTHORIZED AGENCIES, POSITIONS, AND
PROGRAM BUDGET DATA FOR FISCAL YEAR 2009**

This memorandum provides the policies and procedures established by the State Personnel Board for the submission of required documentation and the coordination of transactions to implement the registration of authorized agencies, positions, and program budget data in accordance with agencies' Fiscal Year 2008 appropriation acts. These provisions shall supersede all conflicting policies and procedures for the registration of authorized agencies, positions, and program budget data published in the Mississippi State Personnel Board Policy and Procedures Manual, any additional or replacement manuals, and all subsequent changes to the manual, effective close of business on June 30, 2008, and shall become an official attachment to the Mississippi State Personnel Board Policy and Procedures Manual for Fiscal Year 2009.

A. POLICY STATEMENTS

1. All permanent and time-limited employment positions authorized in each agency's appropriation act shall be registered by the close of business on Friday, May 23, 2008. **All inconsistencies between Fiscal Year 2008 authorization and current State Personnel Board agency, position and employee data must be resolved by this date, including the completion of any plan to adjust positions (adjustments: establish, abolish, transfer, consolidate, or change status from part-time to full-time or full-time to part-time or from time limited to permanent or permanent to time limited), execute a reduction in force or implement a legislatively mandated reorganization. EXCEPTIONS TO THIS POLICY MAY BE MADE ON A CASE BY CASE BASIS.** [Reference, Section 1.10 of the Mississippi State Personnel Board Policy and Procedures Manual, and Section 25-9-135, Mississippi Code of 1972 Annotated, as amended].



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2. All permanent and time-limited positions authorized in each agency's appropriation act shall be updated to reflect actual Fiscal Year 2008 Program Budget Data by program and fund source by close of business on Friday, May 23, 2008.
3. Authorized time-limited and permanent positions shall be the basis for assessment of fees for services provided by the State Personnel Board.
4. The State Personnel Board has no authority to certify process or otherwise acknowledge requests to implement position changes which would result in exceeding the authorized number of permanent and/or time-limited employment positions or which have the potential of increasing funding requirements during Fiscal Year 2008 not specifically authorized by legislative or budgetary escalation approval.
5. Organizational charts shall be revised to reflect employment position adjustments required to conform to Fiscal Year 2008 authorization and submitted to the State Personnel Board by close of business on Tuesday, June 10, 2008. The charts shall be annotated "Fiscal Year 2008" prior to the submission of two (2) file copies to the State Personnel Board. The organizational chart must account for all authorized positions within an agency and must depict the organizational code, the non-state service status with exclude code (e.g. x-16), the correct start salary of the position (depicted as three digits, e.g. \$39.8), the PIN number and the correct occupational title of the position. A legislatively mandated reorganization shall be monitored by the State Personnel Board to ensure compliance with legislative intent. A reorganization initiated by the agency or necessitated to conform to the agency's Fiscal Year 2009 position authorization or an adjustment to an existing staffing plan shall require prior State Personnel Board approval. Such conformance reorganization proposals must be submitted to the State Personnel Board sixty (60) days prior to implementation. [Reference, Section 6-13-5, Mississippi State Personnel Board Policy and Procedures Manual.]

B. COVERAGE OF THE POLICIES

These policies shall govern agency and position changes for:

1. State service agencies and positions;
2. Non-state service agencies and positions excluded from the state service by Section 25-9-107 (c), Mississippi Code of 1972 Annotated, as amended;



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3. Agencies voluntarily operating under limited provisions of the State Personnel Board; and/or
4. Time-limited positions [Reference, Section 25-9-107 (c) (xiv), Mississippi Code of 1972 Annotated, as amended].

C. ADMINISTRATIVE PROCEDURES

1. Continuation of Position(s)

- a. **Permanent Positions.** Documentation will not be required to continue established, permanent positions within the agency where no change has occurred.
- b. **Time-Limited Positions.** To ensure the continuation of currently authorized Time-Limited positions, agencies must designate the positions to be continued by accessing the Time-Limited Re-authorization screen (PO, MP, TL) through the Position segment of SPAHRS and flagging each position to be re-authorized or re-escalated for Fiscal Year 2009. This process must be completed no later than close of business on Friday, May 23, 2008. Agencies should also refer to the memorandum dated April 17, 2008, from Deb Biggers, Director of Office and Fund Management, for additional information regarding time limited re-escalations for Fiscal Year 2009.

2. Establishment of Position(s)

The establishment of positions occurs either at the start of the fiscal year, at conversion for newly appropriated positions, or during the operating fiscal year when mandated by special circumstances such as budget escalations authorized by the Department of Finance and Administration or deficit appropriation. All documents required to establish new positions shall be forwarded to the State Personnel Board by close of business on Friday, May 23, 2008.

- a. The following attachments shall be included with all requests to establish new positions:
 - (1) A copy of the appropriations act or Department of Finance and Administration escalation authority authorizing the position establishment;



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- (2) An organizational chart depicting the precise location of all authorized positions, including ones to be established;
 - (3) A Job Content Questionnaire (JCQ) for each position being requested. A Role Description Questionnaire (RDQ) must be substituted for the JCQ when requesting new information technology positions. A representative JCQ or RDQ may be submitted when all positions are to be allocated to the same job class and will be assigned substantially the same work;
 - (4) A letter of request addressed to the State Personnel Director and signed by the agency head; and
 - (5) Requests for new positions in a new job class shall also include documentation required for a class establishment.
- b. Requests for new positions during the operating fiscal year (typically escalations) must include items 1 through 4 of this section. In addition, agencies must enter the request into SPAHRS by accessing the "Maintain Position Information" screen (PO, MP, MP) and completing the required fields.
- c. If the position to be established was approved by the State Personnel Board as part of the agency's annual Personal Services Budget Request, the agency is required to submit a Job Content Questionnaire (JCQ) and access the "Wage, Salary and Fringe, Budget Recommendations" menu (PW, BR, BQ) to determine if the positions to be established are currently depicted on "Schedule A". If the positions are included on the schedule, the agency must change the Transaction Type to indicate "F" for funded and transmit the schedule to the State Personnel Board.

New positions which were not requested during the regular budget cycle may be included in the agency's appropriation act. Agencies will be required to add these positions to "Schedule A" through the "Wage, Salary and Fringe, Budget Recommendations menu" (PW BR BQ). In addition, the agency must provide items 1 through 4 of this section as supporting documentation for these new positions.



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Please reference the SPAHRS User Training Workbook-Wage, Salary and Fringe Benefits Segment for procedures regarding the submission of budget requests. This information can be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Office; MMRS, Management Reporting; MMRS Training Document; 6000 SPAHRS/6200 User Workbook-Human Resources; Wage Salary and Fringe.

- d. The establishment of authorized positions which may require the establishment of a new agency shall be coordinated between the agency representative and the State Personnel Board.
- e. The Position Identification Number (PIN) shall be assigned by the Statewide Payroll and Human Resources System (SPAHRS) during the fiscal year conversion process.

3. Abolishment of Position(s)

- a. Agencies will **only** be required to access the "Abolish Position" screen (PO, MP, AA) and complete the required fields. All position abolishment information shall be entered into SPAHRS by close of business on Friday, May 23, 2008. Please reference the SPAHRS User Training Workbook-Position Segment for procedures regarding the abolishment of positions.
- b. Only those abolishments required to come into compliance with an agency's appropriation act will be allowed during the conversion period. **Abolishment of positions only to re-establish them at a higher level is strictly prohibited under the provisions of this policy.**
- c. Positions must be vacant prior to abolishment; therefore, incumbents occupying positions to be abolished shall be pre-terminated in accordance with established policies and procedures.
- d. The abolishment of an established agency shall be coordinated between the agency representative and the State Personnel Board.



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4. Position Adjustment

- a. **During the operating fiscal year**, a request to change the status of an established position from part-time to full-time (or full-time to part-time) will require agencies to access the "Full-Time/Part-Time Swap" screen (PO, MP, RA) and complete the required fields.
- b. During Conversion, a request to change the status of an established position from part-time to full-time (or full-time to part-time) shall be coordinated between the agency representative and the State Personnel Board.
- c. Filled positions which are designated for a status change from part-time to full-time will require the submission of an updated Experience and Training Record (either an original or a copy initialed by the Personnel Director) to the State Personnel Board by close of business on Friday, May 23, 2008.
- d. Authority to transfer and/or consolidate established positions between agencies will require coordination between the agency representative and the State Personnel Board. Program budget data changes (to include Program Number, Program Percent, General Fund Percent, Federal Fund Percent and Other (Special) Fund Percent), which would result from the transfer or consolidation of positions, will require adjustment concurrently.

5. Revision of Agency/Position Program Budget Data

- a. Revision of agency program budget data based on Fiscal Year 2009 appropriations acts will require agencies to access the "Maintain Agency FY Program Budget" screen (AG, MA, PB) and update the data. All agency program budget data must be updated in SPAHRS by close of business on Friday, May 23, 2008.

This information must be updated at the following times:

- during conversion from the current fiscal year to the newly appropriated fiscal year;
- as part of the submission of the annual Personal Services Budget Request for the future fiscal year;



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- when adding an agency or program during the operating fiscal year;
or
 - when changing the worker's compensation rate during the operating fiscal year.
- b. Change, deletion, or addition of a program will require documentation of Legislative Budget Office and Department of Finance and Administration concurrence.
- c. Changes to position program budget data will require agencies to access the "Position Program Budget Information" screen (PO, MP, PB) and update the data. Changes to position program budget data must be updated by close of business on Friday, May 23, 2008.

Please reference the SPAHRS User Training Workbook for additional instructions regarding procedures for submission of information through SPAHRS. This information can be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Office; MMRS, Management Reporting; MMRS Training Document; 6000 SPAHRS.

Should you have any questions concerning the policies set forth in this memorandum, please contact the Office of Classification and Compensation at 359-2769.

NOTICE OF RULE ADOPTION—FINAL RULE

STATE OF MISSISSIPPI MISSISSIPPI STATE PERSONNEL BOARD

Mississippi State Personnel Board
Hollis Baugh
301 North Lamar Street, Suite 100
Jackson, Mississippi 39201
(601) 359-2737
hbaugh@spb.state.ms.us:

Specific Legal Authority authorizing the promulgation of
Rule: Chapter 9 of Title 25 of the Mississippi Code 1972
Annotated

Reference to Rules repealed, amended or suspended by the
Proposed Rule:

Date Rule Proposed: April 22, 2008

Explanation of the Purpose of the Proposed Rule and the reason(s) for proposing the rule: Policy Memorandum No. 2
– FY 2009- Administration of the Variable Compensation Plan for Fiscal Year 2009. This policy memorandum establishes
compensation policies for state employees under the purview of the Mississippi State Personnel Board as enumerated in
Chapter 9 of the Mississippi Code 1972 Annotated for Fiscal Year 2009.

The Agency Rule Making Record for this rule including any written comments received during the comment period
and the record of any oral proceeding is available for public inspection by contacting the Agency at the above address.

☐ An oral proceeding was held on this rule:

Date: {Insert Date}
Time: {Insert Time}
Place: {Insert Place}

X An oral proceeding was not held on this rule.

The Agency has considered the written comments and the presentations made in any oral proceedings, and

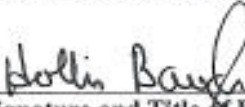
X This rule as adopted is without variance from the proposed rule.

☐ This rule as adopted differs from the proposed rule as there are minor editorial changes which affect the form
rather than the substance of the rule.

☐ The rule as adopted differs from the proposed rule. The differences however are:
Within the scope of the matters in the Notice of Proposed Rule Adoption, the logical outgrowth of the contents of
the Notice of Proposed Rule Adoption and the comments submitted in response thereto, and
The Notice of Proposed Rule Adoption provided fair warning that the outcome of the proposed rule adoption could
be the rule in question.

The entire text of the Proposed Rule including the text of any rule being amended or changed is attached.

Effective Date of Rule: July 1, 2008

 ASST. DIR.
Signature and Title of Person Submitting Rule for Filing



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Policy Memorandum No. 2 - FY 2009

TO: Elected Officials, Agency Directors and Personnel Officers
State Government Agencies

FROM: Don Thompson
State Personnel Director

DATE: April 17, 2008

**SUBJECT: ADMINISTRATION OF THE VARIABLE COMPENSATION PLAN FOR
FISCAL YEAR 2009**

A. Statement of Purpose

Administration of the Variable Compensation Plan for Fiscal Year 2009 shall be governed by policies and procedures in this memorandum. These provisions shall supercede all conflicting policies and procedures for administration of salaries published in the Mississippi State Personnel Board Policy and Procedures Manual, any additional or replacement manuals, and all subsequent changes to the manual, effective close of business June 30, 2008, and shall become an official attachment to the Mississippi SPB Policy and Procedures Manual for Fiscal Year 2009.

The statutory increase or decrease of any salary under the salary setting authority of the State Personnel Board shall comply with the policies below, except where the Legislature may otherwise provide.

The development of the following policies is based upon implementation of legislative intent as expressed in the following language contained in each state service agency's appropriation act:

With the funds herein appropriated, it is the intention of the Legislature that it shall be the agency's responsibility to make certain that funds required to be appropriated for "Personal Services" for Fiscal Year 2010 do not exceed Fiscal Year 2009 funds appropriated for that purpose, unless programs or positions are added to the agency's Fiscal Year 2009 budget by the Mississippi Legislature. Based on data provided by the Legislative Budget Office, the State Personnel Board shall determine and publish the projected annual cost to fully fund all appropriated positions in compliance with the provisions of this act. It shall be the responsibility of the agency head to insure that no single personnel action increases this projected annual cost and/or the Fiscal Year 2009 appropriations for "Personal Services" when annualized, with the exception of escalated funds and educational benchmarks. If, at the time the agency takes any action to change



"Personal Services", the State Personnel Board determines that the agency has taken an action which would cause the agency to exceed this projected annual cost or the Fiscal Year 2009 "Personal Services" appropriated level, when annualized, then only those actions which reduce the projected annual cost and/or the appropriation requirement will be processed by the State Personnel Board until such time as the requirements of this provision are met. On January 1, 2009, the State Personnel Board will make adjustments to the structure side of the compliance report based on data provided by the Legislative Budget Office in order for agencies to award educational benchmarks.

Any transfers or escalations shall be made in accordance with the terms, conditions and procedures established by law or allowable under the terms set forth within this act. The State Personnel Board shall not escalate positions without written approval from the Department of Finance and Administration. The Department of Finance and Administration shall not provide written approval to escalate any funds for salaries and/or positions without proof of availability of new or additional funds above the appropriated level.

No general funds authorized to be expended herein shall be used to replace federal funds and/or other special funds which are being used for salaries authorized under the provisions of this act and which are withdrawn and no longer available.

B. Coverage of these Policies

1. These policies shall govern employee salary increases and position changes for:
 - a. State service employees and positions, and
 - b. Non-state service employees and positions excluded from the state service by Mississippi Code of 1972, Annotated, Section 25-9-107(c), but subject to State Personnel Board salary setting authority as listed below:
 - (1) Part-time employees and positions [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xi)];
 - (2) Persons appointed on an emergency basis [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xii)];
 - (3) Time-limited employees and positions [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xiv)];
 - (4) Administrative heads appointed by the Governor, board, commission or other authority, unless otherwise fixed by statute



[Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xv)]; and

- (5) Administrative officers, deputies, bureau chiefs, and directors and their positions [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xvi)]; and
 - (6) Personnel employed by the Mississippi Department of Wildlife, Fisheries and Parks as law enforcement trainees (cadets) [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xxi)].
2. Agencies or positions with statutory exclusion (not under the salary setting authority of the State Personnel Board and not subject to the compensation policies of this memorandum) are listed below.
 - a. Non-state service agencies [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(i) (ii) (iii) (iv) (vii) (viii) (xvii)];
 - b. Non-state service occupations [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c) (v) (vi) (ix) (xiii)];
 - c. Non-state service positions of associate director, deputy directors and bureau directors within the Department of Agriculture and Commerce [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xix)];
 - d. Non-state service positions of deputy superintendents, associate superintendents and divisional directors within the State Department of Education [Refer, Mississippi Code of 1972, Annotated, Section 37-3-13(2)]; and
 - e. Non-state service positions of associate directors, deputy directors and bureau directors within the Mississippi Development Authority [Refer, Mississippi Code of 1972, Annotated, Section 57-1-5(3)(c)(xi)].
 3. Salaries set by statute shall be implemented strictly in accordance with legislative intent [Refer, Mississippi Code of 1972, Annotated, Sections 25-3-31 and 25-3-35].

C. Policy Provisions for Implementation of Legislative Intent

1. Realignment

No funds were appropriated for this component of the Variable Compensation Plan for Fiscal Year 2009.



2. In-service COLA

No funds were appropriated for this component of the Variable Compensation Plan for Fiscal Year 2009.

3. Reallocations

- a. Those reallocations, which were appropriated in the agency's appropriations act for Fiscal Year 2009 must be entered by the agency into the "Propose Wage, Salary and Fringe Benefits" segment (PW BR BQ) in SPAHRS by Friday, June 1, 2008.

For filled positions, agencies must submit a copy of an Experience and Training Record (initialed by the Personnel Director), completed, and signed by the incumbent with a screen print of the appropriate "Prepare Budget Request" screen stapled to the front. A Job Content Questionnaire (JCQ) also must be submitted to determine if the requested classification is appropriate.

- b. Those reallocations, which were recommended in the Fiscal Year 2009 Budget Request but not appropriated for Fiscal Year 2009, may be entered into the "Position" segment (PO MP RR) of SPAHRS, at the discretion of the appointing authority, on or after July 1, 2008, in accordance with the following policies:

- (1) The on-line notes must identify the position(s) as budgeted but not funded.
- (2) A Job Content Questionnaire (JCQ) must be submitted to determine if the requested classification is appropriate.
- (3) For filled positions, a copy of an Experience and Training Record (initialed by the Personnel Director) completed and signed by the incumbent must be included, with a print of the appropriate "Reallocation/Reclassification" screen stapled to the front.

- c. For filled positions, only those individuals meeting the education and experience requirements as reflected in the minimum qualifications of the job class will be reallocated.
- d. In those cases where individuals do not meet the minimum qualifications for the job classification to which the position is to be reallocated, agencies must resubmit the requested reallocation in their Fiscal Year 2010 Budget Request, if such reallocation is still required.



- e. Reallocations not submitted in accordance with these provisions shall be returned without action.

4. Longevity

No funds were appropriated for this component of the Variable Compensation Plan for Fiscal Year 2009.

5. Productivity

No funds were appropriated for this component of the Variable Compensation Plan for Fiscal Year 2009.

6. No Increase to Appropriated Dollars or Projected Annual Cost

On or about July 1, 2008, the State Personnel Board shall publish the projected annual cost to fully fund all appropriated positions in compliance with the provisions of this act.

- a. It shall be the responsibility of the agency head to ensure that no single personnel action increases this projected annual cost and/or the Fiscal Year 2009 appropriation for "Personal Services" when annualized.
- b. At the end of each day, the SPB will publish a report indicating the flexibility available to each agency with regard to the projected annual cost or the appropriated dollars.
- c. If the SPB determines that the agency has taken an action that would cause the agency to exceed this projected annual cost or the Fiscal Year 2009 "Personal Services" appropriated level, when annualized, then the action will not be processed until such time as the agency has sufficiently reduced the projected annual cost and/or the appropriation requirement.
- d. If it is determined that through administrative error an agency is out of compliance at any time, SPB staff will reverse all necessary actions on a last processed, first reversed basis, unless otherwise promptly directed in writing by the agency.
- e. This language is not intended to stop the escalation of time-limited positions. Escalations shall not be considered to cause an agency to exceed the established limits and will not be accounted for in the monthly reports relative to this language.



D. Scope of State Personnel Director's Authority

1. Requests for State Personnel Board Action

All requests for State Personnel Board action under the Variable Compensation Plan Policy Memorandum No. 2 - Fiscal Year 2009 shall cite the section of the policy memorandum, which authorizes such requests and action by the State Personnel Board. The State Personnel Director shall implement only those salary increases provided for in the appropriation bills for Fiscal Year 2009, which are identified in Section C above, and which are appropriately submitted.

2. Fiscal Year 2009 Promotional Formula

The Fiscal Year 2009 Promotional Formula shall be applied for promotions, as well as promotional transfers, upward reallocations, upward reclassifications, and realignments as directed below. The promotional formula is utilized for the purpose of calculating the promotional max salary. **The actual award up to the max salary is at the discretion of the agency head.** The promotional max salary is the maximum that may be awarded. Unless otherwise permitted by law, no single event, including promotion, reclassification or reallocation, shall exceed the greater of (1) the difference between the starting salary of the current classification and the new classification added to the employee's current salary, or (2) the salary that could be paid to an equally qualified, newly hired employee. The authorized salary for promotion to a vacant position is determined under the following provisions:

- a. When the current salary is greater than the old starting salary, the PRO MAX is equal to the difference between the old and the new starting salaries added to the current salary.

EXAMPLE

Current Salary:	\$18,220.80
Old Start Salary:	\$12,648.12
New Start Salary:	\$18,408.60

$$\$18,408.60 - \$12,648.12 = \$ 5,760.48$$

$$\$ 5,760.48 + \$18,220.80 = \$23,981.28 \text{ PRO MAX}$$

- b. When the current salary is less than or equal to the old starting salary, PRO MAX is equal to the start salary of the new position.
- c. Where the promotional increase authorized under the promotional formula is less than the salary that could be authorized for a new hire (ten percent



above start), Promotional Flex may be awarded under the same criteria set forth under the provisions for "New Hire Flexibility," Section D.5.b.

- d. The promotional maximum (PRO MAX) should not exceed the end salary of the classification to which promoted.
- e. For realignments, maximum eligibility shall be the difference between the old and new starting salaries.

3. Limitations on Non-Budgeted Reallocations and Realignment

All requests for reallocation and realignment must be justified and submitted by the requesting agency as outlined in the Mississippi SPB Policy and Procedures Manual for approval by the State Personnel Board or the State Personnel Director.

Agencies with misclassified positions may include requests for reallocation in their Fiscal Year 2010 Budget Request. However, each agency head shall have the opportunity to document the need for a non-budgeted reallocation by demonstrating that a bona fide staffing need exists that cannot be adequately addressed through normal budget procedures. The State Personnel Board will consider reallocations outside the legislative process only upon certification by the agency director that adequate funds are available.

a. Non-Budgeted Upward Reallocations

The State Personnel Director shall evaluate the requested classification and make recommendations to the State Personnel Board as to the action to be taken on the request. The State Personnel Director shall make recommendations to the State Personnel Board as to the action to be taken on a request for the upward reallocation of a **filled** position that functions in a management or supervisory capacity at the Division Director II level or higher (typically has a starting salary more than \$45,000.) All other requests for reallocation may be approved by the State Personnel Director.

Requests for non-budgeted reallocations for Information Technology classifications shall also be considered on a case-by-case basis by the State Personnel Board with recommendation by the Information Technology Professional Development Committee (ITPDC). See Policy Memorandum No. 5, *Administrative Policies and Procedures for the Special Compensation Plan for Information Technology Classifications for Fiscal Year 2009*.

- (1) Reallocations which require State Personnel Director approval should be accompanied by **detailed** on-line justification. The agency should also submit to SPB staff, the appropriate Job



Content Questionnaire(s) and organizational chart(s), with a screen print of the "Reallocation/Reclassification" attached.

- (2) Reallocations which require State Personnel Board approval must include those items listed in subsection (1) above, as well as a detailed letter of justification signed by the agency head or his/her designee.
- (3) If an employee who has received an upward reallocation returns to his/her previous classification within twenty-four (24) months, the employee shall return to his/her salary before the reallocation, except as may be adjusted by legislative increases.

b. Lateral Reallocations

- (1) The authorized salary for the lateral reallocation of a filled position is no more than the current salary before the reallocation. However, where the salary authorized for the lateral reallocation is less than the salary, which could be authorized for a new hire (ten percent above start), salary flexibility may be awarded under the same criteria set forth under the provisions for "New Hire Flexibility," Section D.5.b.
- (2) If an employee who has received a lateral reallocation returns to his/her previous classification within twenty-four (24) months, the employee shall return to his/her salary before the reallocation, except as may be adjusted by legislative increases.

c. Downward Reallocations

All downward reallocations must be justified and submitted by the requesting agency in accordance with State Personnel Board policies and procedures. The salary authorized for the downward reallocation of a **filled** position is determined by the following method:

- (1) The authorized salary for any downward reallocation shall be no greater than the difference between the old and the new starting salaries, subtracted from the current salary. However, at agency head discretion, the authorized salary may be reduced to a lower salary within the new job class pay range to ensure equitable compensation with other employees in the same classification. A written acknowledgement signed by the affected employee shall accompany all downward reallocations.

**EXAMPLE**

Current Salary: \$18,408.60
Old Start Salary: \$18,220.80
New Start Salary: \$12,648.12

$\$18,220.80 - \$12,648.12 = \$ 5,572.68$
 $\$18,408.60 - \$ 5,572.68 = \$12,835.92 \text{ MAX}$

- (2) In extraordinary circumstances, the agency may request the State Personnel Director to allow the employee to remain at his/her current salary as long as the current salary does not exceed the end salary of the new classification.
- (3) Where the salary authorized for the downward reallocation is less than the salary that could be authorized for a new hire (ten percent above start), salary flexibility may be awarded under the same criteria set forth under the provisions for "New Hire Flexibility," Section D.5.b.
- (4) If an employee who has received a downward reallocation returns to his/her previous classification within twenty-four (24) months, the employee shall return to his/her salary before the reallocation, except as may be adjusted by legislative increases.

d. Non-Appropriated Realignment

Except as provided for in Section C.1. above, the State Personnel Board in its sole and absolute discretion on a case by case basis, may approve realignments only if a bona fide and verifiable staffing crisis has arisen due to a substantial increase in salaries in the relevant labor market for the subject job class. In such instances, the agency must provide salary survey data compiled from an acceptable relevant labor market and must justify that delayed implementation of the regular realignment would seriously threaten critical agency services.

Generally, only those job classifications, which are specific to the requesting agency, will be considered for non-appropriated realignment. However, realignment of generic classes will be considered in the case of extraordinary circumstances, such as court-ordered or legislatively mandated realignment occurring outside the normal budget cycle.



4. Reclassifications

In certain limited circumstances, agency heads may be granted authority by the State Personnel Board to reclassify positions within a class series. Once reclassification authority is approved by the State Personnel Board, reclassification actions may be implemented at the discretion of the agency head. Each year on a date prior to fiscal year conversion, the State Personnel Board allows each agency to submit requests for changes to the authorized schedule of reclassifications. Only reclassifications of classes that are on the authorized reclassification list shall be implemented.

5. Original Appointments

a. Standard New Hire Salary

The authorized salary for a new hire after June 30, 2008, is at or below the starting salary assigned the class in which employed. At the agency head's discretion, a request to increase an employee's salary to the starting salary may be submitted at any time. At no time will a new employee be hired below the federally mandated minimum wage of \$6.55 per hour.

b. New Hire Flexibility/Promotional Flexibility

New Hire Flexibility or Promotional Flexibility may be awarded when the education, experience, or professional certification possessed by the applicant or employee exceeds the minimum requirements for the job classification to which appointed.

Agency heads may request to the State Personnel Director on a case-by-case basis the award of New Hire Flexibility or Promotional Flexibility. The justification that accompanies each individual request to apply New Hire Flexibility or Promotional Flexibility should specifically address why it is of greater value for the agency to employ persons with experience, education, or professional certification which exceeds the minimum qualifications of the job classification, along with a synopsis of the extraordinary qualifications of the candidate in relation to the minimum qualifications of the classification. Agencies should also include their methodology for determining the award of New Hire Flexibility or Promotional Flexibility.

When awarding New Hire Flexibility or Promotional Flexibility, a review of employees in the same agency and job classification should be made to determine that there would be no salary inequity between individuals who possess the same qualifications. Should the flexibility cause a salary



inequity, the agency may request consideration from the State Personnel Director to award similar flexibility to affected employees.

New Hire Flexibility or Promotional Flexibility shall be computed and awarded using the methodology outlined below or the methodology submitted by the agency, not to exceed the maximums outlined in the criteria below:

- (1) Additional directly related experience of at least one year is valued up to a maximum of five percent (5%); and/or

Additional directly related education of at least one year is valued up to a maximum of five percent (5%); and/or

Professional certification directly related, but in excess of any certification required in the minimum requirements of the job classification, is valued up to a maximum of five percent (5%). However, the maximum percentage allowed for a certification shall not exceed the amount set for that certification by the Professional Development Review Committee (PDRC).

- (2) The total cumulative New Hire Flexibility or Promotional Flexibility award for any combination of experience, education, or certification shall not exceed ten percent (10%).
- (3) A SPAHRS screen print of the New Hire Flexibility or Promotional Flexibility request attached to an Experience and Training Record must be forwarded to the State Personnel Board.
- (4) New Hire Flexibility or Promotional Flexibility awards will not be approved in conjunction with job classifications authorized for Recruitment Flexibility.
- (5) In extraordinary circumstances, the agency may request the State Personnel Director to allow more than the maximum of five percent (5%) for additional directly related experience or more than the maximum of five percent (5%) for additional related education. However, under no circumstances shall the total cumulative New Hire Flexibility or Promotional Flexibility award for any combination of experience, education, or certification exceed ten percent (10%).



c. Agency Head Flexibility

Agency Head Flexibility may be awarded to individuals who report directly to the agency head or a key excluded official or advocate substantive agency policy. Requests for Agency Head Flexibility must meet the following criteria:

- (1) An employee must be classified in the non-state service under Section 25-9-107(c)(xvi), Mississippi Code of 1972, Annotated.
- (2) Agency Head Flexibility increases shall not exceed 25% above the starting salary of the classification.
- (3) If an individual who has received Agency Head Flexibility leaves the Exclude Code 16 position, his/her salary shall be calculated by determining what the salary would have been had he/she not received Agency Head Flexibility.
- (4) Requests for Agency Head Flexibility increases shall be accompanied by the following documentation:

Online description of the amount awarded;

A signed statement from the employee acknowledging the non-state service status, the amount of salary increase, and the subsequent salary withdrawal upon removal from non-state service status. (See Attached Form X16-0700.)

d. Recruitment Flexibility

- (1) All requests to recruit applicants at a salary exceeding the assigned starting salary are to be submitted for State Personnel Board approval prior to a job offer or appointment of an applicant. Such a request shall be accompanied by a letter of justification from the agency head describing documented recruitment difficulties experienced by the agency.

The recruitment difficulties recognized by the Board include, but are not limited to:

- (a) Documented recruitment difficulties for a job class which may be attributed to the established minimum or special qualifications of a job; and/or



- (b) Insufficient labor market availability of qualified applicants and/or availability of a limited applicant pool complicated by a salary range for the job, which is not competitive with the relevant labor market.

Misclassification of a position shall not be used as the basis for a recruitment flexibility request.

- (2) Requests for recruitment flexibility approved by the State Personnel Board for an entire classification or for a specific position shall be valid for a period of twelve (12) months from the effective date of approval. If the agency is unable to fill the position within the twelve (12) month period, the State Personnel Director may authorize an extension of the recruitment flexibility for an additional twelve (12) months.

Should the agency fill the position within the initial twelve (12) months approved by the State Personnel Board and should the incumbent subsequently leave the position, the State Personnel Director may authorize the Recruitment Flexibility for a period of twenty-four (24) months from the original effective date approved by the State Personnel Board.

- (3) If within twelve (12) months from the date of hire, the incumbent of a position which has been authorized for recruitment flexibility transfers to a position which has not been authorized for recruitment flexibility, the salary at transfer shall be established by calculating what the incumbent's salary would have been had the position from which he/she transferred not been authorized for recruitment flexibility.
- (4) At the time of hire, the agency shall submit a written acknowledgment signed by the affected employee certifying that he/she has been notified of and fully understands the recruitment flexibility policies and salary calculations.

When awarding Recruitment Flexibility, a review of employees in the same agency and job classification series should be made to determine that there would be no salary inequity between current employees and employees hired using recruitment flex. Should the flexibility cause a salary inequity, the agency may request consideration from the State Personnel Director to award similar flexibility to affected employees.



6. Appointment of New Hires from Agencies or Classifications Not Under the Purview of the State Personnel Board

The authorized salary for an individual hired from a State agency or classification not under the purview of the State Personnel Board into an agency/classification under the purview of the State Personnel Board shall be determined with consideration given to the applicant's related education, experience and length of service in State government. On a case-by-case basis, agency heads may request the State Personnel Director to allow an applicant to be appointed at a salary beyond the limits of New Hire Flexibility, as stated in Section D.5.b., above. The hiring agency must consider other employees in the classification, and place the new hire at a point in the pay range comparable to other employees with similar education, experience, and length of service.

7. Appointment of Executive Directors

For the purposes of this section, the supervisory authority is the individual, board or commission which may terminate an agency head either at will or through due process as specified by legislation. For agencies where no supervisory authority is specified, the State Personnel Board will set the salary of the agency head.

a. Initial Salary

The supervisory authority responsible for appointing each Executive Director shall have the flexibility at the time of hire to establish the salary of the appointed official up to mid-point within the appropriate range. If the individual being appointed has served as an executive director for another state agency for at least twelve (12) months, then the appointing authority may establish the salary up to the end salary of the appropriate range. The salary shall be based upon factors directly related to job performance such as previous work experience and educational attainment. The following documentation shall be submitted at the time of the appointment:

- (1) A letter of appointment, signed by the Governor or the chairperson of the appointing board or commission;
- (2) An Experience and Training Record completed by the employee; and
- (3) A copy of the official minutes wherein the employment decision was reached.



b. Subsequent Salary Increases

Upon approval of the State Personnel Director, supervisory authorities may increase the salary of an Executive Director at any time after initial appointment, except as otherwise limited above in Section D.7.(a).

In no case will an Executive Director exceed the end salary of the position. However, the salary range of an incumbent Executive Director shall be increased an amount equal to the educational benchmark(s) awarded under the provisions of Section D.9.e.

The salary of an incumbent agency head may not be reduced without approval of the State Personnel Board.

The following documentation shall be submitted at the time of request:

- (1) A screen print of the appropriate "Change Compensation" screen in SPAHRS; and
- (2) A copy of the official minutes wherein the increase was requested.

c. Executive Salaries Set in Statute

If an Executive Director whose salary is set by statute is transferred or reallocated to an Executive Director position not set in statute, the salary of that individual may be established under the provisions of Section D.7 above.

8. Transfers

a. Promotional Transfers

- (1) The authorized salary for a promotional transfer is determined under provisions governing the Fiscal Year 2009 Promotional Formula, Section D.2.
- (2) Unless otherwise permitted by law, no single event, including promotion, reclassification, or reallocation, shall exceed the greater of (1) the difference between the starting salary of the current classification and the new classification added to the employee's current salary, or (2) the salary that could be paid to an equally qualified, newly hired employee.
- (3) Requests for promotions for classifications included in the Information Technology Special Compensation Plan shall be



considered on a case-by-case basis by the appointing authority with recommendation by the ITPDC.

- (4) If an employee who has been demoted from a higher job class to a lower job class returns to his/her previous classification within twenty-four (24) months, the employee shall return to his/her salary before the transfer, except as may be adjusted by legislative increases.

b. Lateral Transfers

- (1) The authorized salary for a lateral transfer is no more than the current salary before the transfer. However, where the salary authorized for the lateral transfer is less than the salary, which could be authorized for a new hire (ten percent above start), salary flexibility may be awarded under the same criteria set forth under the provisions for "New Hire Flexibility," Section D.5.b.
- (2) If an employee who has been laterally transferred returns to his/her previous classification within twenty-four (24) months, the employee shall return to his/her salary before the transfer, except as may be adjusted by legislative increases.

c. Demotional Transfers

The authorized salary for any demotional transfer shall be no greater than the difference between the old and the new starting salaries, subtracted from the current salary. However, at agency head discretion, the authorized salary may be reduced to a lower salary within the new job class pay range to ensure equitable compensation with other employees in the same classification.

EXAMPLE

Current Salary:	\$18,408.60
Old Start Salary:	\$18,220.80
New Start Salary:	\$12,648.12

$$\$18,220.80 - \$12,648.12 = \$ 5,572.68$$

$$\$18,408.60 - \$ 5,572.68 = \$12,835.92 \text{ MAX}$$

- (1) A written agreement signed by the affected employee shall accompany voluntary demotions.



- (2) A written acknowledgment signed by the affected employee, or a statement from the appointing authority or his/her designee certifying that the employee has been notified of the demotion, shall accompany involuntary demotions.
 - (3) If an employee who has been promoted returns to his/her previous classification within twenty-four (24) months, the employee shall return to his/her salary before the promotion, except as may be adjusted by legislative increases.
 - (4) In extraordinary circumstances, the agency may request the State Personnel Director to allow the employee to remain at his/her current salary, as long as the current salary does not exceed the end salary of the new classification.
 - (5) Where the salary authorized for the demotional transfer is less than the salary, which could be authorized for a new hire (ten percent above start), salary flexibility may be awarded under the same criteria set forth under the provisions for "New Hire Flexibility," Section D.5.b.
9. Policies and Procedures for the Award of Educational Benchmarks for Completion of Training and Development Programs

It is the intent of the State Personnel Board to establish policies governing the award of monetary benchmarks for completion of employee training and development programs. These policies are for the purpose of providing employees opportunities to continue acquiring professional skills, knowledge, and expertise.

The State Personnel Director is authorized to certify requests to award Educational Benchmark increases on a case-by-case basis. Employees may receive an educational benchmark for the possession or attainment of education, licensure, certification, or registration, which exceed the level of minimum qualifications listed for the employee's assigned job class.

a. General Benchmark Policies

- (1) Requests for Educational Benchmark awards are made at the discretion of the agency head.
- (2) Educational benchmarks shall not be awarded for degrees, licenses, certifications or registrations obtained prior to July 1, 1999.



- (3) During any one fiscal year, an individual shall not receive more than 5% for educational degrees, 5% for the Certified Public Manager Program, or 5% for licensure, certification, and/or registration.
- (4) No Educational Benchmark shall be awarded for degrees, licensure, certification, or registration, which the incumbent possessed at the time of hire.
- (5) If the employee being awarded an Educational Benchmark is currently at end salary of his or her classification, or should the benchmark cause an employee's salary to exceed end salary, that portion of the benchmark exceeding end salary shall be paid as a one-time lump-sum payment.
- (6) Any new hire flexibility, recruitment flexibility, or other discretionary compensation awarded for, or in anticipation of future educational achievement, licensure, or certification shall not result in a subsequent award of an Educational Benchmark for the same achievement.
- (7) Educational Benchmarks shall not be awarded for degrees, licensure, certifications, or registrations, which are required by law for performance of job duties.

b. Degrees

Increases in increments of up to five percent (5%) **may** be awarded to employees obtaining one each of the following degrees: Associate's, Bachelor's (in no case shall the cumulative award for the achievement of an Associate's Degree and a Bachelor's Degree exceed five percent (5%)), Master's, Specialist and Doctoral.

c. Licensure/Certification/Registration

Increases of up to five percent (5%) **may** be awarded to employees acquiring licensure, certification, or registration **directly related** to their jobs.

Generally, employees in information technology classifications may only receive increases related to the completion of educational degrees, the Basic Supervisory Course, the Certificate in Supervisory Management, the Certified Public Manager program, and the Stennis Executive Development Institute. However, an employee may be awarded an



increase for obtaining a certification developed and administered by their employing agency, which is directly related to the mission of the agency.

d. Basic Supervisory Course and Certified Public Manager (CPM) Program

In addition to benchmarks for educational degrees, employees **may** receive an Educational Benchmark for the Basic Supervisory Course and certification in the Certified Public Manager (CPM) program. The following scale indicates the maximum that may be awarded for achievements in these programs:

1% increase-Basic Supervisory Course (BSC)

2% increase-Certificate in Supervisory Management (CSM)

3% increase-Completion of Certified Public Manager (CPM) Program

Note: An employee who has completed the CSM and /or the CPM will not be eligible for a 1% increase for subsequently completing the BSC.

e. Educational Benchmarks for Executive Directors

In accordance with Section 25-3-34, Mississippi Code of 1972, Annotated, as amended, in addition to the salary established by the State Personnel Board for agency heads previously included in Section 25-3-33 (said section now repealed), agency heads may receive the award of educational benchmarks as defined in State Personnel Board rules for the possession or attainment of any of the following:

- (1) The Certified Public Manager designation;
- (2) A job-related PhD (Doctor of Philosophy) degree which is not required as a minimum qualification of the position;
- (3) A job related certification, licensure, or registration requiring the passage of an examination, which is not required as a minimum qualification of the position.

No such official or employee may receive more than a total of three (3) eligible benchmarks, only one of which may be for a job related certification, licensure or registration.

The end salary may be extended to accommodate educational benchmark increases as provided for in Section 25-3-34 of state law.



10. Special Compensation Plans

Authorization to implement special compensation plans during Fiscal Year 2009 shall be limited. Only special compensation plans reviewed **prior to the start of Fiscal Year 2009** and approved by the State Personnel Board for implementation or continuation during the fiscal year shall be certified.

Further, to qualify for a teacher pay increase, agencies must complete Form SPC-0705 (Attached), which certifies that recipients of increases are performing duties directly related to the education of patients/clients.

11. Additional Compensation

Certification of additional compensation shall be limited to those forms of additional compensation previously approved by the State Personnel Board, with the exception of call-back/overtime pay and any other form of compensation that may be subject to the Fair Labor Standards Act during Fiscal Year 2009. The State Personnel Board shall consider other requests for additional compensation where the requests are justified by demonstrating that delayed implementation would seriously impair critical agency operations. The State Personnel Board shall not consider new requests to undertake additional compensation not currently authorized except as a bona fide staffing need or as a part of the Fiscal Year 2009 budget request.

12. Salary Increases Which Exceed the Agency Head

In accordance with Section 25-3-39, Mississippi Code of 1972, Annotated, as amended:

- a. No public officer, public employee, administrator or executive head of any arm or agency of the state, in the executive branch of government, shall be paid a salary or compensation, directly or indirectly, greater than one hundred fifty percent (150%) of the maximum salary fixed in section 25-3-31 Mississippi Code of 1972, Annotated, as amended, for the Governor. All academic officials, members of the teaching staffs and employees of the state institutions of higher learning, the State Board for Community and Junior Colleges, and community and junior colleges, and licensed physicians who are public employees, shall be exempt from this subsection. The Governor shall fix the annual salary of the Executive Director of the Mississippi Development Authority and the annual salary of the Chief of Staff of the Governor's Office, which salaries shall be completely paid by the state and may not be supplemented with any funds from any source, including federal or private funds. Provided, however, that the salary of the Executive Director of the Mississippi Development Authority and the Governor's Chief of Staff shall not be greater than one



hundred fifty percent (150%) of the salary of the Governor. Furthermore, all professional employees who hold a bachelor's degree or more advanced degree from an accredited four-year college or university or a certificate or license issued by a state licensing board, commission or agency and who are employed by the Department of Mental Health shall be exempt from this subsection if the State Personnel Board approves the exemption.

- b. No public officer, employee or administrator shall be paid a salary or compensation, directly or indirectly, in excess of the salary of the executive head of the state agency or department in which he/she is employed. Provided, however, the State Personnel Board may, based upon its findings of fact, exempt **physicians and actuaries** from this subsection when the acquisition of such professional services is precluded based on the prevailing wage in the relevant labor market.
 - c. Compensation, for purposes of this section, is defined as the employee's base salary and any additional or special compensation, less paid fringe, authorized by state or federal law or as otherwise provided in State Personnel Board policy. Further, agencies are required to ensure that all employees subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, are not scheduled to work hours that could cause the employee's total annual compensation to exceed that of the governor or the agency director.
 - d. In reference to the language contained in Section 12.a above, the State Personnel Board shall review requests for salary exemption from the Department of Mental Health for employees who hold a bachelor's degree or more advanced degree from an accredited four-year college or university or a certificate or license issued by a state licensing board, commission or agency on a case-by-case basis.
 - e. In reference to the language contained in Section 12.b above, the State Personnel Board has determined that the salaries of physicians and actuaries are exempt from Section 25-3-39, Mississippi Code of 1972, Annotated, as amended.
13. Reappointments for Employees Returning From an Authorized Leave of Absence without Pay

The authorized salary for an individual returning from an authorized leave of absence to the same job class from which the individual was separated, and within twelve (12) months of separation, is no more than the current salary at the time of the separation, except as may be adjusted by any salary increase authorized by the Legislature and/or through non-appropriated realignment.



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14. Reemployment for Employees Returning to State Service after Separation in Good Standing
 - a. The authorized salary for an individual returning to state service employment within the same job class from which the individual was separated is no more than the current salary at the time of the separation, except as adjusted by any job class realignment.
 - b. The authorized salary for an individual returning to state service employment but to another job classification is determined under provisions for "Original Appointments," Section D.5., without regard to the initial reasons for separation.

E. Performance Appraisal Review (PAR) Requirements

1. Each agency shall have the Performance Appraisal Review (PAR) system in place. All state service employees, and non-state service employees whose positions fall under the purview of the State Personnel Board's salary setting authority [Refer to Section B.1.b herein] shall be covered under the Performance Appraisal Review (PAR) policies certified by the State Personnel Board.
2. The Performance Appraisal Review system shall be incorporated in all aspects of personnel administration and shall be maintained for each employee on a continuous basis throughout each year. A current PAR rating shall be on file and be provided with, or submitted prior to, requests for processing personnel actions.

If you have any questions regarding Policy Memorandum No. 2, please contact the Office of Classification and Compensation at (601) 359-2769.



Form X16-0700

ACKNOWLEDGEMENT OF AGENCY HEAD FLEXIBILITY INCREASE

I acknowledge by my signature that I have received the Agency Head Flexibility increase below indicated and have reviewed and understand the following guidelines:

- a. I understand that I am classified as non-state service (Exclude Code 16), and therefore, do not have property rights to employment in state government;
- b. I understand that State Personnel Board policies and procedures change annually (or more frequently), that such changes or revisions are forwarded to agency heads for dissemination to all employees, and that I am responsible for keeping informed of such changes or revisions;
- c. I understand that the salary determination procedures, and any other policy and procedure provisions, may change without prior notice;
- d. I understand that transfer, reallocation, demotion, agency reorganization or other action may result in the change of my Exclude Code 16 status, and the subsequent loss of my Agency Head Flexibility money; and
- e. I understand that if I leave or am removed from the non-state service status (Exclude Code 16), my salary will be calculated by determining what my salary would have been had I not received an Agency Head Flexibility increase.

Agency Head Flexibility Increase Recipient	Date	Increase Amount
		\$
Agency Head		Date

**CERTIFICATION OF ACADEMIC TEACHER DUTIES**

I acknowledge by my signature that I am acting in the capacity of an Academic Teacher in my respective position, and I have reviewed and understand the following guidelines for receipt of an increase as outlined in Section 37-19-7, Mississippi Code of 1972, Annotated, as amended, "Minimum Programs."

- a. I understand that I am classified in an academic teacher classification, and thus possess a Class A, AA, AAA or AAAA teaching certificate;
- b. I certify that I am directly responsible for the instruction of students in various academic courses offered in an institutional setting;
- c. I understand that the salary determination procedures, and any other policy and procedure provisions, may change without prior notice; and
- d. I understand that transfer, reallocation, demotion, agency reorganization or other action may result in the change of my academic teacher status, and the subsequent cessation of teacher pay increases.

Minimum Programs Recipient/Classification		Increase Amount
		\$
Agency Head		Date

NOTICE OF RULE ADOPTION—FINAL RULE

STATE OF MISSISSIPPI MISSISSIPPI STATE PERSONNEL BOARD

Mississippi State Personnel Board
Hollis Baugh
301 North Lamar Street, Suite 100
Jackson, Mississippi 39201
(601) 359-2737
hbaugh@spb.state.ms.us:

Specific Legal Authority authorizing the promulgation of
Rule: Chapter 9 of Title 25 of the Mississippi Code 1972
Annotated, Sections 25-9-133 and 27-104-105

Reference to Rules repealed, amended or suspended by the
Proposed Rule:

Date Rule Proposed: April 22, 2008

Explanation of the Purpose of the Proposed Rule and the reason(s) for proposing the rule: Policy Memorandum No. 3
– FY 2009- Legal Services Contract Policies and Administrative Procedures for Fiscal Year 2009. This memorandum
provides the policies and administrative procedures for submitting required documentation to implement Fiscal Year 2009
Contract requests for Legal Services within state service agencies.

The Agency Rule Making Record for this rule including any written comments received during the comment period
and the record of any oral proceeding is available for public inspection by contacting the Agency at the above address.

☐ An oral proceeding was held on this rule:

Date: {Insert Date}
Time: {Insert Time}
Place: {Insert Place}

X An oral proceeding was not held on this rule.

The Agency has considered the written comments and the presentations made in any oral proceedings, and

X This rule as adopted is without variance from the proposed rule.

☐ This rule as adopted differs from the proposed rule as there are minor editorial changes which affect the form
rather than the substance of the rule.

☐ The rule as adopted differs from the proposed rule. The differences however are:
Within the scope of the matters in the Notice of Proposed Rule Adoption, the logical outgrowth of the contents of
the Notice of Proposed Rule Adoption and the comments submitted in response thereto, and
The Notice of Proposed Rule Adoption provided fair warning that the outcome of the proposed rule adoption could
be the rule in question.

The entire text of the Proposed Rule including the text of any rule being amended or changed is attached.

Effective Date of Rule: July 1, 2008

Hollis Baugh, ASST. Dir.
Signature and Title of Person Submitting Rule for Filing



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Policy Memorandum No. 3 -FY 2009

TO: Elected Officials, Agency Directors and Personnel
Officers State Agencies

FROM: Don Thompson *Don Thompson*
State Personnel Director

DATE: April 17, 2008

SUBJECT: **LEGAL SERVICES CONTRACT POLICIES AND ADMINISTRATIVE
PROCEDURES FOR FISCAL YEAR 2009**

This memorandum provides the policy and administrative procedures for submitting required documentation to implement Fiscal Year 2009 Contract Requests for Legal Services within state service agencies. These policies and procedures have been promulgated pursuant to Sections 25-9-133 and 27-104-105 Mississippi Code of 1972, Annotated, as amended. These provisions shall supersede all conflicting policies and procedures for administration of contracts for legal services published in the Mississippi State Personnel Board Policy and Procedures Manual, any additional or replacement manuals, and all subsequent changes to the manual, effective close of business June 30, 2008, and shall become an official attachment to the Mississippi State Personnel Board Policy and Procedures Manual for Fiscal Year 2009.

The following guidelines incorporate a single set of procedures which are designed to assist state agencies in compliance with requirements of state law prescribing the process for payment of legal services performed by attorneys and their assistants.

A. Legal Services Contracts - Authority

This policy is promulgated in accordance with Senate Bill 2512 of the 1991 Mississippi Legislative Session and Section 27-104-105. Mississippi Code of 1972, Annotated, as amended.

1. Senate Bill 2512, General Laws of Mississippi, 1991 states, in part:

SECTION 1. The Department of Finance and Administration shall not process any warrant requested by any state agency for payment of legal services without first determining that the services and



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contract were approved by the Attorney General and the State Personnel Board. The State Auditor shall test for compliance with this section.

SECTION 2. The State Auditor shall, when conducting agency audits, test to determine whether or not the state institutions of higher learning and any state agency which does not draw warrants on the Treasury have received approval of the Attorney General for any contract for legal services.

SECTION 3. This act shall take effect and be in force from and after its passage. Approved: March 29, 1991 [1991 Miss. Leg. Sess., Chap. No. 473]

2. **Section 27-104-105** of the Mississippi Code of 1972, Annotated, as amended, **Senate Bill 2512** and states as follows:

The Department of Finance and Administration shall not process any warrant requested by any state agency for payment for legal services without first determining that the services and contract were approved by the Attorney General and the State Personnel Board. The State Auditor shall test for compliance with this section.

B. Scope and Application of Policies Regarding Legal Services Contracts

1. These policies will be applied by the State Personnel Board in the enforcement of **Section 27-104-105, Mississippi Code of 1972, Annotated, as amended**. The policies are intended to be consistent with existing law.
2. These policies apply to personal and professional agreements made between State agencies and persons for **legal services** to be rendered during Fiscal Year 2009. The term "agreements" means written or oral contracts which involve process of payment for legal services by the Department of Finance and Administration. The term "persons" means attorneys, law firms, and other individuals who would perform legal services for an attorney or law firm.



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3. For the timely, effective and efficient implementation of the State Personnel System, the State Personnel Board has delegated to the State Personnel Director the authority to review and approve or disapprove legal services contracts in an amount not to exceed a total of \$100,000 per contract, including modifications thereto within the fiscal year. Legal services contracts in an amount exceeding a total of \$100,000 per contract, including modifications thereto within the fiscal year, must be presented to the State Personnel Board for approval or disapproval.
4. Legal services contracts entered into by the Mississippi Department of Transportation and approved by the State Attorney General involving eminent domain activities are not affected by these policies.
5. Legal services contracts entered into by the Office of Attorney General and state agencies for special assistant attorneys general are not affected by these policies.

C. Administrative and Processing Procedures Regarding Legal Services Contracts

1. Procedures
 - a. Requests to enter into contracts for legal services, including renewals and modifications, for Fiscal Year 2009 shall be submitted to the Office of the Attorney General prior to submission to the State Personnel Board.
 - b. All agencies online to SPAHRS shall have an authorized representative trained by Mississippi Management Reporting Systems (MMRS) representatives on the relevant screens, navigational procedures, and routing processes. The agency representatives will also receive a SPAHRS manual delineating online contractual request procedures to be used as a guide for all requests made online.

Online agencies should print out one screenprint of all relevant screens from the SPAHRS system and submit this screenprint, along with the proposed contractual agreement signed by the agency head, at the same time the request is transmitted for approval online through SPAHRS. Relevant screenprints can be made by using the Request for Contract Personnel Services Approval Report option found under the Miscellaneous Contracts Report Menu within the Contract Segment of SPAHRS [also known as SPB 620-88 Request for Contract Personnel Services Approval Form (Rev 5/1/97)]. SPB 620-88 hard copies may be used in the place of SPAHRS screenprints by Agencies



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which are not online SPAHRS. Printed hard copies will include space for the requesting agency's authorized signature and required signatures from the Attorney General and the State Personnel Board/Director. The section outlining the agency justification for legal services and the consequences of disapproval must be completed prior to submission. The SPAHRS Request for Contract Personnel Services Approval Report should have all authorized agency signatures.

- c. The contract proposed to be executed by State agencies and the screenprint of the SPAHRS "Request for Contract Personnel Services Approval Report" [also known as SPB 620-88 Request for Contract Personnel Services Approval Form (Rev 5/1/97)] shall be made a part of the request for legal services.
 - d. **All contractual agreements must be signed by the appropriate state government authorities.** NOTE: The signature of the contracting vendor should not be obtained until after the proposed contract is approved by the Office of the Attorney General and the State Personnel Board. Agencies which are **NOT** also online SAAS users must forward to DFA a hard copy of a screenprint which indicates that SPB has approved the contract.
 - e. The Office of the Attorney General will forward the contractual documents (the proposed original contract and Request for Contract Personnel Services Approval Report) to the State Personnel Board following approval by the Attorney General. After the proposed contract has been reviewed and approved by the State Personnel Board/Director, it will be returned to the requesting agency for final execution along with a signed screenprint of the SPAHRS Request for Contract Personnel Services Approval Report. A copy of the proposed contract as approved by the Office of the Attorney General and State Personnel Board will be forwarded to the Office of the Attorney General.
2. Renewals, amendments or modifications of existing legal services contracts that will be effective **July 1, 2008** shall be handled in accordance with the above procedural section C.1. Submission of a new screenprint of the SPAHRS Request for Contract Personnel Services Report is required for the new fiscal year. A copy of the previously approved request and any other relevant supporting documentation, including a copy of an existing multi-year contractual agreement shall be attached to



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the request and submitted by Fridav, May 23, 2008. The original contractual agreement should not be submitted for request for renewals or modifications.

3. Contracts proposed to be entered into at other times during Fiscal Year 2009 shall be subject to procedure C.1. and should normally receive State Personnel Board consideration at a next regularly scheduled Board Meeting. Documents received by the State Personnel Board less than (10) working days prior to a scheduled Board meeting will be considered by the State Personnel Board at a subsequent meeting, in absence of submission and acceptance of evidence which substantiates an emergency.
4. Accordingly, all Fiscal Year 2009 requests for legal services shall contain the minimum following materials:
 - a. The original contract approved by the Office of the Attorney General. The proposed contract should be submitted to the Office of the Attorney General and the State Personnel Board prior to execution by the legal services contractor.
 - b. Identification of the attorneys and other legal professionals by name, address, telephone number and employer identification number of the individual(s) who will perform the legal services.
 - c. **Justification of need for legal services including a description of the scope of services and a certified listing of funds expended for legal fees and expenses by the State agency for the previous fiscal year FY 2008. (This listing should also contain the information required in section C.4.b above.)**
5. The agency shall notify the State Personnel Board upon termination of previously approved contracts for legal services or the completion of the performance of services prior to the original terms of the contract (expiration date) in accordance with the following provisions:
 - a. The original approved "Request for Contract Personnel Services Approval Report" [or SPB Form 620-88 (Rev 5/1/97)] shall be submitted to the State Personnel Director specifying the termination of services and effective date.



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- b. The State Personnel Director shall acknowledge the termination of services submitted and return the original processed "Request for Contract Personnel Services Approval Report" to the agency.
- c. The Department of Finance and Administration shall be notified to this action.

Should you require assistance or have questions concerning this Policy Memorandum, please contact Bob Fagan, Office of General Counsel, and Mississippi State Personnel Board at 601.359.2704.

NOTICE OF RULE ADOPTION—FINAL RULE

STATE OF MISSISSIPPI MISSISSIPPI STATE PERSONNEL BOARD

Mississippi State Personnel Board
Hollis Baugh
301 North Lamar Street, Suite 100
Jackson, Mississippi 39201
(601) 359-2737
hbaugh@spb.state.ms.us:

Specific Legal Authority authorizing the promulgation of
Rule: Chapter 9 of Title 25 of the Mississippi Code 1972
Annotated

Reference to Rules repealed, amended or suspended by the
Proposed Rule:

Date Rule Proposed: April 22, 2008

Explanation of the Purpose of the Proposed Rule and the reason(s) for proposing the rule: Policy Memorandum No. 5
– FY 2009- Administrative Policies and Procedures for the special Compensation Plan for the Information Technology
Classifications for Fiscal Year 2009. This policy memorandum provides guidelines for attracting, retaining, developing, and
compensating information technology employees in state services agencies for Fiscal Year 2009.

The Agency Rule Making Record for this rule including any written comments received during the comment period
and the record of any oral proceeding is available for public inspection by contacting the Agency at the above address.

☐ An oral proceeding was held on this rule:

Date: {Insert Date}
Time: {Insert Time}
Place: {Insert Place}

X An oral proceeding was not held on this rule.

The Agency has considered the written comments and the presentations made in any oral proceedings, and

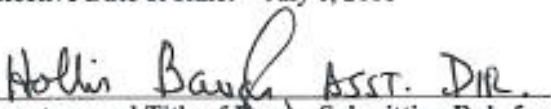
X This rule as adopted is without variance from the proposed rule.

☐ This rule as adopted differs from the proposed rule as there are minor editorial changes which affect the form
rather than the substance of the rule.

☐ The rule as adopted differs from the proposed rule. The differences however are:
Within the scope of the matters in the Notice of Proposed Rule Adoption, the logical outgrowth of the contents of
the Notice of Proposed Rule Adoption and the comments submitted in response thereto, and
The Notice of Proposed Rule Adoption provided fair warning that the outcome of the proposed rule adoption could
be the rule in question.

The entire text of the Proposed Rule including the text of any rule being amended or changed is attached.

Effective Date of Rule: July 1, 2008


Signature and Title of Person Submitting Rule for Filing



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Policy Memorandum No. 5 - FY 2009

TO: Elected Officials, Agency Directors, and Personnel Officers
State Government Agencies

FROM: Don Thompson
State Personnel Director

DATE: April 17, 2008

**SUBJECT: ADMINISTRATIVE POLICIES AND PROCEDURES FOR THE
SPECIAL COMPENSATION PLAN FOR INFORMATION
TECHNOLOGY CLASSIFICATIONS FOR FISCAL YEAR 2009**

A. STATEMENT OF PURPOSE

It is the intent of the State Personnel Board to establish the Special Compensation Plan for the purpose of attracting, retaining, and developing competent information technology professionals to support the information technology business needs of the State of Mississippi. The Plan shall provide methods for employment, promotion, and reassignment that are responsive to organizational or program needs and that offer flexibility to appointing authorities/governing bodies to negotiate, establish, and adjust salaries.

These provisions shall supersede all conflicting policies and procedures for the administration of salaries published in the Mississippi State Personnel Board Policy and Procedures Manual and any additional or replacement manuals, effective close of business June 30, 2008, and shall become an official attachment to the Mississippi State Personnel Board Policy and Procedures Manual for Fiscal Year 2009.

The statutory increase or decrease of any salary under the salary setting authority of the State Personnel Board shall comply with the policies below, except where the Legislature may otherwise provide.

B. COVERAGE OF THESE POLICIES

These policies shall govern the special compensation plan for classifications within the State of Mississippi Information Technology Career Path Chart (Attachment 3) and shall supplement the Variable Compensation Plan. This Plan is also open to those state agencies not under the purview of the State Personnel Board which voluntarily operate under limited provisions of the State Personnel Board.

C. GENERAL POLICY PROVISIONS

1. Designation Authority

The State Personnel Board shall have exclusive authority to approve designated Special Compensation Plan positions. The State Personnel Board will appoint, from a list of nominees submitted by the Director of Information Technology Services, an Information Technology Professional Development Committee (ITPDC) to review information technology related degrees in regard to meeting classification minimum requirements and agency requests for reallocations and class establishments. The ITPDC will provide a recommendation for action to the State Personnel Board. This committee shall act in an advisory capacity to the State Personnel Board and is established pursuant to the statutory authority of the State Personnel Board. The ITPDC shall be established by precept and members are appointed in accordance with the procedures in Attachment 1.

Rules for operation of the ITPDC will be published with the Secretary of State's Office as Attachment 1 to this memorandum.

2. Adding Classifications to the Special Compensation Plan

Classifications shall be added to the Special Compensation Plan only upon prior approval by the State Personnel Board with recommendation by the ITPDC.

3. Position Movement

Positions may be placed under the Information Technology Special Compensation Plan through the normal reallocation process. Requests for budgeted and non-budgeted reallocations and new positions shall be considered on a case-by-case basis by the State Personnel Board with recommendation by the ITPDC. All requests for reallocation must be justified and submitted by the requesting agency as outlined in the Mississippi SPB Policy and Procedures Manual and Policy Memorandum No. 2 for approval by the State Personnel Board or the State Personnel Director.

4. Educational Benchmarks

The State Personnel Director is authorized to certify requests to award Educational Benchmark increases on a case by case basis. To be eligible for an Educational Benchmark salary increase, an employee must complete requirements which exceed the level of minimum qualifications for education or certification listed for the



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employee's present job class, which the employee possessed at the time of appointment into his or her present job class.

a. General Policies

- (1) Request for Educational Benchmark awards are made at the discretion of the agency head.
- (2) Educational benchmarks shall not be awarded for degrees, licenses, certifications or registrations obtained prior to July 1, 1999.
- (3) During any one fiscal year, an individual shall not receive more than 5% for educational degrees, 5% for the Certified Public Manager Program, or 5% for licensure, certification, and/or registration.
- (4) No Educational Benchmark shall be awarded for degrees, licensure, certification or registration which the incumbent possessed at the time of hire.
- (5) If the employee being awarded an Educational Benchmark is currently at end salary of his or her classification, or should the benchmark cause an employee's salary to exceed end salary, that portion of the benchmark exceeding end salary shall be paid as a one-time lump-sum payment.
- (6) Any new hire flexibility, recruitment flexibility, or other discretionary compensation awarded for or in anticipation of future educational achievement, or certification shall not result in a subsequent award of an Educational Benchmark for the same achievement.
- (7) Educational Benchmarks shall not be awarded for degrees, licensure, certifications, or registrations, which are required by law for performance of job duties.

Employees included in the Information Technology Special Compensation Plan may be eligible to receive Educational Benchmark increases for the following achievements:

b. Degrees

Increases up to five percent (5%) **may** be awarded to employees obtaining any one of the following degrees: Associate's, Bachelor's (in no case shall the cumulative award for the achievement of an Associate's Degree and a Bachelor's Degree exceed five percent (5%)), Master's, Specialist, and Doctoral.

c. Basic Supervisory Course and Certified Public Manager (CPM) Program

In addition to benchmarks for educational degree, employees **may** receive an Educational Benchmark for the Basic Supervisory Course and certification in the Certified Public Manager (CPM) program. The following scale indicates the maximum that may be awarded for achievements in these programs:

1% increase-Basic Supervisory Course (BSC)

2% increase-Certificate in Supervisory Management (CSM)

3% increase-Completion of Certified Public Manager (CPM) Program

Note: An employee who has completed the CSM and /or the CPM will not be eligible for a 1% increase for subsequently completing the BSC.

5. **Designation Policies**

Each appointing authority shall comply with the State Personnel Board policies and administrative procedures, which govern the designation of positions and employees for inclusion in the Special Compensation Plan.

6. **Annual Policy Memorandum**

The State Personnel Board shall publish annually a Special Compensation Plan Policy Memorandum, which addresses all policies and procedures to govern the Special Compensation Plan for that year.

7. **Assignment of Salaries**

The salaries assigned to positions in the Special Compensation Plan shall be fixed in accordance with the provisions of the Special Compensation Plan and the Variable Compensation Plan, unless otherwise provided by law.

Salary increases for in-class movement under the Special Compensation Plan component must be submitted on a case by case basis for approval by the State Personnel Board.

8. Provisions for Awarding Information Technology Special Compensation Plan Salary Increases

Salary increases for in-class movement under the Special Compensation Plan may be awarded for achievement of educational objectives, the development of additional critical competencies, or evidence of increasing complexity of work goals. The Special Compensation Plan is intended to reward employees who have attained additional education and competencies, which directly add value to their ability to perform the duties and tasks of their positions, which ultimately add value to the agency. It is intended to be awarded individually to employees, similar to an Educational Benchmark, and is not intended to reflect any increase in the value of the classification.

a. General Policies

- (1) Requests for special compensation awards are made at the discretion of the agency head and are based on a twenty four (24) month measurement period. The measurement period begins upon completion of the Competencies/Education Profile form by the employee's supervisor. The measurement period ends upon award of a special compensation salary increase. Another measurement period begins immediately after the award of a special compensation salary increase.

Employees are eligible for their initial special compensation award after a minimum of twelve (12) months evaluation in an IT Special Compensation Plan position, provided that he/she has remained in the same position and has not been promoted during the evaluation period.

The measurement period will start over upon promotion of the employee or upon a lateral or downward transfer to a different agency than the one in which the employee began the measurement period. Any prior education or training accomplished at the prior agency may be transferred to the new measurement period at the new agency. Certification of prior hours must be received from the employee's former agency.



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- (2) Employees who complete the requirements for a special compensation increase may be eligible for a salary increase of up to six percent (6%) of their current salary at the time they complete the requirements. A special compensation increase may be awarded up to twelve (12) months after the employee completes the requirements for a special compensation increase.
- (3) All special compensation awards must be accomplished from within funds available.
- (4) To be eligible for a special compensation award, the employee must have maintained a 2.0 or above rating in each essential duty/standard statement of the individual's Performance Appraisal Rating review during the time period of the award.
- (5) A Competencies/Education Profile (CEP) form (Attachment 2) signed by the employee's immediate supervisor and authorized by the agency head must be kept on file by the agency for each special compensation increase.

b. Requirements for Eligibility

- (1) To be eligible for a special compensation increase an employee must complete at least one hundred twenty (120) contact hours of education/training. Sixty (60) of the contact hours must be from the listing of pre-approved categories for his/her classification as approved by the State Personnel Director and maintained by the Information Technology Professional Development Committee (ITPDC). The remaining sixty (60) hours may be as approved by the agency head. However, employees who receive a special compensation award for the initial twelve (12) month period, as discussed in paragraphs a(1) and a(2) above, must complete sixty (60) contact hours of education/training. Thirty (30) of the contact hours must be from the listing of pre-approved categories for his/her classification as approved by the State Personnel Director and maintained by the ITPDC. The remaining thirty (30) hours may be as approved by the agency head.



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- (2) In addition to the education/training hours, an employee must receive a rating of Yes (Y) indicating added value accomplished by the employee for at least three of the competencies identified for that classification, indicating that the employee has fully met the supervisor's expectations relative to those competencies. Documentation supporting the added value must be maintained by the agency.
 - (3) The employee must have maintained a meets expectations, (2.0) or above, in each essential duty/standard statement of the individual's Performance Appraisal Review (PAR) rating during the measurement period.
- c. Approved Education/Training
- (1) A listing of qualified education/training categories will be maintained by the Information Technology Professional Development Committee (ITPDC). Approved categories will be listed for each of the four (4) job families (Management, Infrastructure, Operations and Support, and Systems Delivery, see Attachment No. 2). Training hours from conferences must be documented in detail, reviewed, and approved by the agency head for consideration of training hours for special compensation.
 - (2) Copies of course certificates or other documents specifying completion of education/training hours shall be maintained by the agency and shall accompany the Competencies/Education Profile (CEP) form. In the case of education/training which specifies a range of hours required for completion, the minimum number of hours specified will be used. In the case of conferences or general session type meetings where individual documents of completion are not distributed to participants/attendees, the employee's immediate supervisor must certify in letter format the number of hours claimed by the employee. The certification will be approved by the employee's first level reviewer or the agency head. On the job training will not be counted as training for special compensation.
 - (3) Education/training contact hours shall count only for the current measurement period. Hours achieved in excess of one hundred twenty (120) will not be carried over to future periods, nor will they be given additional weight or computation in the current

measurement period. Once a special compensation award is made, the employee then begins the next measurement period with zero (0) contact hours.

Critical Competencies

- (1) A complete listing of critical competencies has been identified for each job classification. At the beginning of the measurement period, the employee's supervisor will identify on the Critical Competencies/Education Profile (CEP) form those critical competencies that are to be achieved by the employee. At the end of the measurement period, the supervisor will annotate the form with a "Y" to indicate that the employee has successfully achieved the expected improvement of the individual competency, or, will annotate with an "N" to indicate that the employee did not achieve the expected level of improvement of that individual competency. An indication of a Y or an N only indicates that the employee did or did not achieve the planned increase in each individual competency. It does not indicate an acceptable or unacceptable level of competency, but merely if the employee achieved the change outlined by the supervisor at the beginning of the measurement period.
- (2) During the measurement period, generally at a six month or one-year interval, the critical competencies indicated by the supervisor at the beginning of the measurement period should be reviewed and discussed with the employee. If the focus of the employee's position has changed since the beginning of the period, the supervisor may at any time prior to the end of one full year of the measurement period close out the previous competency/competencies and indicate a different set of critical competencies to be in effect for the remainder of the measurement period. The close out and resultant change of competency selection must be accompanied by a narrative describing the reason for the change.
- (3) No official feedback document is required for critical competencies. Each supervisor should on a continuing basis review and discuss with the employee, his or her progress, or lack thereof, in relation to each critical competency to be attained during the measurement period. Courses, seminars, books, and other materials

may be suggested by the supervisor to assist the employee in accomplishment of the competencies.

e. Competencies/Education Profile (CEP) Form

- (1) A CEP form will be filled out by the employee's PAR rating supervisor at the beginning of the measurement period for each employee eligible to receive a special compensation award as approved by the agency head. After the competencies and education/training goals have been discussed with and agreed to by the employee, the rating supervisor will submit the CEP form to the employee's PAR first level reviewer for approval. Approved CEP forms will be maintained by the employee's supervisor or in the employee's PAR supplemental employee folder.
- (2) During the last fourteen days prior to the end of the first year of the measurement period (or during the PAR review and feedback sessions), the CEP form should be reviewed by the employee's rating supervisor, and the status of the employee's accomplishment of competencies and completion should be discussed with the employee. Any changes to the critical competencies to be accomplished must be made by the end of the first year of the measurement period and initialed by the employee and then approved by the employee's first level reviewer and by the agency head.
- (3) A copy of the CEP form must be maintained in the employee's file for all requests for a special compensation award. These forms are subject to post award review by the ITPDC or by the State Personnel Board.

D. STATUS

Inclusion in the Special Compensation Plan shall not be construed to exclude any position or employee from state service where such position or employee is designated as state service, nor shall inclusion be construed to confer permanent status on employees designated as non-state service. Refer to Miss Code Ann. Section 25-9-107 (c) (1972).



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E. CLASSIFICATION AND PAY PLAN

The State Personnel Board shall classify all positions in the Special Compensation Plan by assigning each position to its appropriate job classification according to the position description and the organizational placement of the position.

A pay range shall be assigned by the State Personnel Board to each position in the Special Compensation Plan on the basis of the prevailing wage in the relevant labor market and criteria such as those set forth in the Mississippi State Personnel Board Policies and Procedures Manual. The pay ranges assigned to Special Compensation Plan positions shall be adjusted to maintain competitive market levels.

F. RECRUITMENT AND APPOINTMENT

1. Hiring of new employees into information technology positions shall be exempted from the Certificate of Eligibles process established by the State Personnel Board, provided that the applicant meets the minimum qualifications of the classification of the position into which he or she is being appointed.
2. Vacant information technology positions must be reallocated to the appropriate classification within the Special Compensation Plan prior to an initial appointment being made.

G. SALARY RESTRICTIONS

1. No new appointee to a Special Compensation Plan position shall be awarded a salary in excess of end salary.
2. Current statutory salary restrictions remain in effect.
3. Salary increases under these policies shall be calculated so as not to result in personal services funding shortfalls, employee reductions-in-force, or the unsupported reallocation of vacant positions.
4. All salary increases must be accomplished from within funds available.

H. ROLE DESCRIPTION QUESTIONNAIRE (RDQ)

General Policies

1. For all instances where the Job Content Questionnaire is cited in this memorandum, The State Personnel Board Policy and Procedures Manual,



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other policy memorandum or statements, for Information Technology classifications qualified under the IT Special Compensation Plan a Role Description Questionnaire (RDQ) shall be used in place of the Job Content Questionnaire. Copies of the RDQ and related guidelines may be obtained from the State Personnel Board.

2. Requests for all personnel actions for positions allocated to classifications under the IT Special Compensation Plan shall be accompanied by a completed and signed RDQ. Submission of the request in SPAHRS indicates agency endorsement.

Attachment No. 1 to Policy Memorandum No. 5 - FY 2009

Information Technology Professional Development Committee

- I. The Information Technology Professional Development Committee (ITPDC) is chartered by the State Personnel Board (SPB) as an advisory group for the field of information technology.
- II. The purpose of the ITPDC is to make recommendations to the State Personnel Board on specific requested personnel actions within the field of information technology, as detailed below.
- III. Composition of the ITPDC:
 - A. The Committee will consist of ten (10) members.
 - B. In order to have a quorum for a meeting of the Committee, at least five (5) members must be present.
 - C. The State Personnel Director, or an SPB staff member designated by the State Personnel Director, will be a permanent member of the ITPDC.
 - D. The ITS Executive Director, or an ITS staff member designated by the ITS Executive Director, will be a permanent member of the ITPDC.
 - E. The Chairmanship of the Committee will rotate on a fiscal year basis between the State Personnel Director or his/her designee and the ITS Executive Director or his/her designee. The State Personnel Director will serve as chair in odd-numbered fiscal years; the ITS Executive Director will serve as chair in even-numbered fiscal years.
 - F. The other eight (8) Committee members will be appointed by the State Personnel Board from a list of nominees submitted by the ITS Executive Director, as follows:
 1. Two (2) additional staff members from ITS
 2. Three (3) Information Services Directors from state agencies with large information technology staffs (i.e. ten or more full-time positions for jobs in the information technology career model).
 3. Three (3) additional information technology professionals from other state agencies

IV. Length of term:

- A. Members are appointed for staggered six (6) year terms.
- B. If an individual on the committee leaves state employment, changes agencies, or moves to a non-information technology job within the agency, a new member will be appointed to fill the remainder of that individual's unexpired term.

V. Scope of the Committee's Review and Recommendations:

- A. Review and make recommendations for requests related to the level of information technology positions required within a state agency to effectively perform its technology functions, such as reallocations and requested new positions.
- B. Review and make recommendations concerning the appropriateness of educational requirements associated with the information technology job classifications.

VI. Meeting Schedule:

- A. The Committee's regular meeting will be held on the second Tuesdays of each calendar month.
- B. If there are no pending requests for the Committee's consideration, the Committee will not meet.
- C. Requests to be considered by the Committee should be submitted to the State Personnel Board two weeks prior to the Committee meeting.
- D. An ad hoc meeting of the Committee can be called at any time at the request of the Chairperson of the Committee.

Attachment No. 2 to Policy Memorandum No. 5 - Fiscal Year 2009

Competencies/Education Profile Forms

Employee Name: _____ Date: _____

Classification Title: _____ PIN : _____

Agency: _____

Rating Supervisor: _____ PIN: _____

1st Level Reviewer: _____ PIN: _____

Competencies/Behavior Indicators

Indicate for each checked competency:

Please check those to be measured:

☐
☐
☐
☐

(Y)
Yes

☐
☐

(N)
No
Value

☐

Added

Adaptability: _____

☐

Coaching and Developing Others: _____

Decisive Insight: _____

Holding People Accountable: _____

Impact and Influence: _____

Information Gathering: _____

Vision Communication: _____

Leadership: _____

Measurement period for competencies to be accomplished: _____ to: _____
Signatures (at the beginning of the measurement period):

Employee _____

Date

Rating Supervisor

Date

☐

1st Level Reviewer

Date

☐☐☐☐☐☐☐

Education/Training Contact Hours
Course/Conference Title

Indicate number of contact hours for each

	<input type="text"/>	educa tion/t rainin g item listed:
1: _____	<input type="text"/>	
2: _____	<input type="text"/>	
3: _____	<input type="text"/>	
4: _____	<input type="text"/>	
5: _____	<input type="text"/>	
6: _____		
7: _____		

TOTAL HOURS:

SUMMARY for Submission

For the measurement period from: _____ to: _____ this employee received a

rating of Yes for value added on ____ competencies and completed ____ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year _____.

Signatures (at the end of the measurement period):

Employee

Date

Rating
g Supervisor

Date

1st Level Reviewer

Date

Employee Name: _____ Date: _____

Classification Title: _____ PIN : _____

Agency: _____

Rating Supervisor: _____ PIN: _____

1st Level Reviewer: _____ PIN: _____

Competencies/Behavior Indicators

Indicate for each checked competency:

Please check those to be measured:

☐
☐
☐
☐

(Y) Yes
(N) No
Value Added

☐
☐

Analytical Thinking/Attention to Detail: _____

☐

Business Perspective: _____

☐

Communication: _____

☐

Customer Advocate: _____

Facilitating Effective Relationships: _____

Willingness to Learn: _____

Fostering Innovation/Leading Change: _____

Project Performance: _____

Measurement period for competencies to be accomplished: _____ to: _____
Signatures (at the beginning of the measurement period):

Employee

Date

Rating
Supervisor

Date

1st Level Reviewer

Date

☐☐☐☐☐☐☐

Education/Training Contact Hours
Course/Conference Title

Indicate number of contact hours for each

	<input type="text"/>	educa tion/t rainin g item listed:
1: _____	<input type="text"/>	
2: _____	<input type="text"/>	
3: _____	<input type="text"/>	
4: _____	<input type="text"/>	
5: _____	<input type="text"/>	
6: _____		
7: _____		

TOTAL HOURS:

SUMMARY for Submission

For the measurement period from: _____ to: _____ this employee received a

rating of Yes for value added on ____ competencies and completed ____ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year _____.

Signatures (at the end of the measurement period):

Employee

Date

Rating Supervisor

Date

1st Level Reviewer

Date

Competencies/Education Profile Form Information Technology Special Compensation Plan
Operations and Support Roles: Page#1

Employee Name: _____ Date: _____

Classification Title: _____ PIN : _____

Agency: _____

Rating Supervisor: _____ PIN: _____

1st Level Reviewer: _____ PIN: _____

Competencies/Behavior Indicators

**Indicate for each checked
competency:**

Please check those to be measured:

<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	(Y) Yes
		(N) No
<input type="checkbox"/>	<input type="checkbox"/>	Value Added

Analytical Thinking/Attention to Detail: _____ ☐

Business Perspective: _____ ☐

Communication: _____ ☐

Customer Advocate: _____

Facilitating Effective Relationships: _____

Willingness to Learn: _____

Fostering Innovation: _____

Personal Accountability: _____

Measurement period for competencies to be accomplished: _____ to: _____

Signatures (at the beginning of the measurement period):

Employee

Date

Rating
Supervisor

Date

1st Level Reviewer

Date

☐☐☐☐☐☐☐

Education/Training Contact Hours
Course/Conference Title

Indicate number of contact hours for each

	<input type="text"/>	education/ training item listed:
	<input type="text"/>	
	<input type="text"/>	
1: _____	<input type="text"/>	
2: _____	<input type="text"/>	
3: _____	<input type="text"/>	
4: _____	<input type="text"/>	
5: _____	<input type="text"/>	
6: _____		
7: _____		

TOTAL HOURS:

SUMMARY for Submission

For the measurement period from: _____ to: _____ this employee received a

rating of Yes for value added on ____ competencies and completed ____ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year _____.

Signatures (at the end of the measurement period):

Employee

Date

Rating Supervisor

Date

1st Level Reviewer

Date

Employee Name: _____ Date: _____

Classification Title: _____ PIN : _____

Agency: _____

Rating Supervisor: _____ PIN: _____

1st Level Reviewer: _____ PIN: _____

Competencies/Behavior Indicators

Indicate for each checked
competency:

Please check those to be measured:

☐☐☐☐

(Y) Yes
(N) No
Value Added

☐☐

Analytical Thinking/Attention to Detail: _____ ☐

Business Perspective: _____ ☐

Communication: _____ ☐

Customer Advocate: _____

Facilitating Effective Relationships: _____

Willingness to Learn: _____

Personal Accountability: _____

Project Performance: _____

Measurement period for competencies to be accomplished: _____ to: _____
Signatures (at the beginning of the measurement period):

Employee

Date

Rating
g Supervisor

Date

1st Level Reviewer

Date

☐☐☐☐☐☐☐

Education/Training Contact Hours
Course/Conference Title

Indicate number of contact hours for each

	<input type="text"/>	education/ training item listed:
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
1: _____	<input type="text"/>	
2: _____	<input type="text"/>	
3: _____	<input type="text"/>	
4: _____	<input type="text"/>	
5: _____	<input type="text"/>	
6: _____		
7: _____		

TOTAL HOURS:

SUMMARY for Submission

For the measurement period from: _____ to: _____ this employee received a

rating of Yes for value added on ____ competencies and completed ____ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year _____.

Signatures (at the end of the measurement period):

Employee

Date

Rating Supervisor

Date

1st Level Reviewer

Date

State of Mississippi IT Career Path Chart

MANAGEMENT			INFRASTRUCTURE			OPERATIONS and SUPPORT				SYSTEMS DELIVERY			
	Systems	Operations	WAN Admin	Network Engineering	Systems Engineering	Database Admin	Technology Planning	Systems Admin	Systems Operations	Commun Service	Commun Support	Program/Analysis	Business Analysis
J	Chief Systems Information Officer 2594 \$70,143.83												
I	Systems Manager III 2351 \$65,039.32												Managing Consultant 2430 \$65,039.32
H	Systems Manager II 2350 \$59,524.09			Lead Network Specialist - ITS 2353 \$62,532.37		Database Administrator - ITS 2380 \$59,524.09	Technology Planning Coordinator 2354 \$59,343.46						Lead Business Systems Analyst 2369 \$59,524.09
G	Systems Manager I 2349 \$55,274.36	Operations Manager I 2373 \$55,274.36		Lead Network Specialist 2352 \$58,067.67	Lead Systems Specialist 2370 \$55,274.36	Database Admin. 2376 \$55,274.36	Senior IT Planner 2382 \$55,274.36					Lead Prog Analyst 2395 \$55,274.36	Senior Business Systems Analyst 2367 \$55,274.36
F		Operations Manager I 2372 \$51,358.88		Senior Network Specialist 2401 \$53,937.36	Senior Systems Specialist 2408 \$51,358.88	Database Analyst II 2410 \$51,358.88	IT Planner 2381 \$51,358.88	Lead Systems Admin 2388 \$51,358.88		Comm Admin 2398 \$51,358.88		Senior Prog Analyst 2394 \$51,358.88	Business Systems Analyst II 2365 \$51,358.88
E			Lead WAN Admin 2417 \$41,164.13	Network Specialist II 2400 \$44,100.74	Systems Specialist II 2403 \$41,164.13	Database Analyst I 2409 \$41,164.13		Senior Systems Admin 2385 \$41,164.13		Senior Comm Analyst 2420 \$41,164.13		Prog Analyst II 2397 \$41,164.13	Business Systems Analyst I 2357 \$41,164.13
D			WAN Admin II 2416 \$34,279.28	Network Specialist I 2399 \$37,295.38	Systems Specialist I 2402 \$34,279.28			Systems Admin II 2392 \$34,279.28	Lead Systems Operator 2424 \$34,279.28	Comm Analyst II 2419 \$34,279.28	Lead Comm. Tech 2427 \$37,479.51	Prog Analyst I 2396 \$34,279.28	Associate Business Systems Analyst 2356 \$34,279.28
C			WAN Admin I 2414 \$30,802.80					Systems Admin I 2389 \$29,674.72	Senior Systems Operator 2423 \$29,674.72	Comm Analyst I 2418 \$30,802.80	Comm. Tech II 2426 \$31,654.74	Associate Prog Analyst 2855 \$29,674.72	
B									Systems Operator II 2422 \$25,852.68		Comm. Tech I 2425 \$28,868.84		
A									Systems Operator I 2421 \$22,974.84				

Attachment No. 1 to Policy Memorandum No. 5 - FY 2009

Information Technology Professional Development Committee

- I. The Information Technology Professional Development Committee (ITPDC) is chartered by the State Personnel Board (SPB) as an advisory group for the field of information technology.
- II. The purpose of the ITPDC is to make recommendations to the State Personnel Board on specific requested personnel actions within the field of information technology, as detailed below.
- III. Composition of the ITPDC:
 - A. The Committee will consist of ten (10) members.
 - B. In order to have a quorum for a meeting of the Committee, at least five (5) members must be present.
 - C. The State Personnel Director, or an SPB staff member designated by the State Personnel Director, will be a permanent member of the ITPDC.
 - D. The ITS Executive Director, or an ITS staff member designated by the ITS Executive Director, will be a permanent member of the ITPDC.
 - E. The Chairmanship of the Committee will rotate on a fiscal year basis between the State Personnel Director or his/her designee and the ITS Executive Director or his/her designee. The State Personnel Director will serve as chair for the remainder of Fiscal Year 1998 and in odd-numbered fiscal years thereafter. The ITS Executive Director will serve as chair in even-numbered fiscal years after Fiscal Year 1999.
 - F. The other eight (8) Committee members will be appointed by the State Personnel Board from a list of nominees submitted by the ITS Executive Director, as follows:
 - 1. Two (2) additional staff members from ITS
 - 2. Three (3) Information Services Directors from state agencies with large information technology staffs (i.e. ten or more full-time positions for jobs in the information technology career model).
 - 3. Three (3) additional information technology professionals from other state agencies

IV. Length of term:

- A. Members are appointed for staggered six (6) year terms.
- B. If an individual on the committee leaves state employment, changes agencies, or moves to a non-information technology job within the agency, a new member will be appointed to fill the remainder of that individual's unexpired term.

V. Scope of the Committee's Review and Recommendations:

- A. Review and make recommendations for requests related to the level of information technology positions required within a state agency to effectively perform its technology functions, such as reallocations and requested new positions.
- B. Review and make recommendations concerning the appropriateness of educational requirements associated with the information technology job classifications.

V. Meeting Schedule:

VI.

- A. The Committee's regular meeting will be held on the second Tuesdays of each calendar month.
- B. If there are no pending requests for the Committee's consideration, the Committee will not meet.
- C. Requests to be considered by the Committee should be submitted to the State Personnel Board two weeks prior to the Committee meeting.
- D. An ad hoc meeting of the Committee can be called at any time at the request of the Chairperson of the Committee.

Attachment No. 2 to Policy Memorandum No. 5 - Fiscal Year 2009

Competencies/Education Profile Forms

Employee Name: _____ Date: _____

Classification Title: _____ PIN : _____

Agency: _____

Rating Supervisor: _____ PIN: _____

1st Level Reviewer: _____ PIN: _____

Competencies/Behavior Indicators

Please check those to be measured:

Indicate for each checked competency:

(Y) Yes (N) No Value Added

<input type="checkbox"/>	Adaptability: _____	<input type="checkbox"/>
<input type="checkbox"/>	Coaching and Developing Others: _____	<input type="checkbox"/>
<input type="checkbox"/>	Decisive Insight: _____	<input type="checkbox"/>
<input type="checkbox"/>	Holding People Accountable: _____	<input type="checkbox"/>
<input type="checkbox"/>	Impact and Influence: _____	<input type="checkbox"/>
<input type="checkbox"/>	Information Gathering: _____	<input type="checkbox"/>
<input type="checkbox"/>	Vision Communication: _____	<input type="checkbox"/>
<input type="checkbox"/>	Leadership: _____	<input type="checkbox"/>

Measurement period for competencies to be accomplished: _____ to: _____

Signatures (at the beginning of the measurement period):

Employee	Date	Rating Supervisor	Date
----------	------	-------------------	------

1 st Level Reviewer	Date
--------------------------------	------

Education/Training Contact Hours
Course/Conference Title

Indicate number of contact hours for each
education/training item listed:

1: _____	<input type="text"/>
2: _____	<input type="text"/>
3: _____	<input type="text"/>
4: _____	<input type="text"/>
5: _____	<input type="text"/>
6: _____	<input type="text"/>
7: _____	<input type="text"/>

TOTAL HOURS:

SUMMARY for Submission

For the measurement period from: _____ to: _____ this employee received a rating of Yes for value added on ____ competencies and completed _____ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year _____.

Signatures (at the end of the measurement period):

_____ Employee	_____ Date	_____ Rating Supervisor	_____ Date
_____ 1 st Level Reviewer	_____ Date		

Employee Name: _____ Date: _____

Classification Title: _____ PIN : _____

Agency: _____

Rating Supervisor: _____ PIN: _____

1st Level Reviewer: _____ PIN: _____

Competencies/Behavior Indicators

Indicate for each checked competency:

Please check those to be measured:

(Y) Yes (N) No Value Added

<input type="checkbox"/>	Analytical Thinking/Attention to Detail: _____	<input type="checkbox"/>
<input type="checkbox"/>	Business Perspective: _____	<input type="checkbox"/>
<input type="checkbox"/>	Communication: _____	<input type="checkbox"/>
<input type="checkbox"/>	Customer Advocate: _____	<input type="checkbox"/>
<input type="checkbox"/>	Facilitating Effective Relationships: _____	<input type="checkbox"/>
<input type="checkbox"/>	Willingness to Learn: _____	<input type="checkbox"/>
<input type="checkbox"/>	Fostering Innovation/Leading Change: _____	<input type="checkbox"/>
<input type="checkbox"/>	Project Performance: _____	<input type="checkbox"/>

Measurement period for competencies to be accomplished: _____ to: _____

Signatures (at the beginning of the measurement period):

_____ Employee	_____ Date	_____ Rating Supervisor	_____ Date
_____ 1 st Level Reviewer	_____ Date		

Education/Training Contact Hours <i>Course/Conference Title</i>	Indicate number of contact hours for each education/training item listed:
1: _____	<input type="text"/>
2: _____	<input type="text"/>
3: _____	<input type="text"/>
4: _____	<input type="text"/>
5: _____	<input type="text"/>
6: _____	<input type="text"/>
7: _____	<input type="text"/>
TOTAL HOURS: <input type="text"/>	

SUMMARY for Submission

For the measurement period from: _____ to: _____ this employee received a rating of Yes for value added on ____ competencies and completed ____ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year _____.

Signatures (at the end of the measurement period):

_____ Employee	_____ Date	_____ Rating Supervisor	_____ Date
_____ 1 st Level Reviewer	_____ Date		

Competencies/Education Profile Form Information Technology Special Compensation Plan
Operations and Support Roles: Page#1

Employee Name: _____ Date: _____

Classification Title: _____ PIN : _____

Agency: _____

Rating Supervisor: _____ PIN: _____

1st Level Reviewer: _____ PIN: _____

Competencies/Behavior Indicators

Indicate for each checked competency:

Please check those to be measured:

(Y) Yes (N) No Value Added

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Analytical Thinking/Attention to Detail: _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | Business Perspective: _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | Communication: _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | Customer Advocate: _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | Facilitating Effective Relationships: _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | Willingness to Learn: _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | Fostering Innovation: _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | Personal Accountability: _____ | <input type="checkbox"/> |

Measurement period for competencies to be accomplished: _____ to: _____

Signatures (at the beginning of the measurement period):

_____ Employee	_____ Date	_____ Rating Supervisor	_____ Date
_____ 1 st Level Reviewer	_____ Date		

Education/Training Contact Hours <i>Course/Conference Title</i>	Indicate number of contact hours for each education/training item listed:
1: _____	<input type="text"/>
2: _____	<input type="text"/>
3: _____	<input type="text"/>
4: _____	<input type="text"/>
5: _____	<input type="text"/>
6: _____	<input type="text"/>
7: _____	<input type="text"/>
TOTAL HOURS: <input type="text"/>	

SUMMARY for Submission

For the measurement period from: _____ to: _____ this employee received a rating of Yes for value added on ____ competencies and completed ____ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year _____.

Signatures (at the end of the measurement period):

_____ Employee	_____ Date	_____ Rating Supervisor	_____ Date
_____ 1 st Level Reviewer	_____ Date		

Competencies/Education Profile Form Information Technology Special Compensation Plan
System Delivery Roles: Page#1

Employee Name: _____ Date: _____

Classification Title: _____ PIN: _____

Agency: _____

Rating Supervisor: _____ PIN: _____

1st Level Reviewer: _____ PIN: _____

Competencies/Behavior Indicators

Indicate for each checked competency:

Please check those to be measured:

(Y) Yes (N) No Value Added

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Analytical Thinking/Attention to Detail: _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | Business Perspective: _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | Communication: _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | Customer Advocate: _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | Facilitating Effective Relationships: _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | Willingness to Learn: _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | Personal Accountability: _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | Project Performance: _____ | <input type="checkbox"/> |

Measurement period for competencies to be accomplished: _____ to: _____

Signatures (at the beginning of the measurement period):

Employee

Date

Rating Supervisor

Date

1st Level Reviewer

Date

Education/Training Contact Hours
Course/Conference Title

Indicate number of contact hours for each
education/training item listed:

1. _____	<input type="text"/>
2: _____	<input type="text"/>
3: _____	<input type="text"/>
4: _____	<input type="text"/>
5: _____	<input type="text"/>
6: _____	<input type="text"/>
7: _____	<input type="text"/>

TOTAL HOURS:

SUMMARY for Submission

For the measurement period from: _____ to: _____ this employee received a rating of Yes for value added on ____ competencies and completed _____ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year _____.

Signatures (at the end of the measurement period):

_____ Employee	_____ Date	_____ Rating Supervisor	_____ Date
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_____ 1 st Level Reviewer	_____ Date
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Attachment No. 3 to Policy Memorandum No. 5 - Fiscal Year 2009
Approved Education/Training Categories

Information Technology Job Families

Management:

- 2591 Information Systems Director I
- 2592 Information Systems Director II
- 2594 Chief Systems Information Officer
- 2349 Systems Manager I
- 2350 Systems Manager II
- 2351 Systems Manager III
- 2372 Operations Manager I
- 2373 Operations Manager II

Infrastructure:

- 2414 WAN Administrator I
- 2416 WAN Administrator II
- 2417 Lead WAN Administrator
- 2399 Network Specialist I
- 2400 Network Specialist II
- 2401 Senior Network Specialist
- 2352 Lead Network Specialist
- 2353 Lead Network Specialist - ITS
- 2402 Systems Specialist I
- 2403 Systems Specialist II
- 2408 Senior Systems Specialist
- 2370 Lead Systems Specialist
- 2409 Database Analyst I
- 2410 Database Analyst II
- 2376 Database Administrator
- 2380 Database Administrator - ITS
- 2381 Information Technology Planner
- 2382 Senior Information Technology Planner
- 2354 Technology Planning Coordinator

Operations and Support:

- 2389 Systems Administrator I
- 2392 Systems Administrator II
- 2385 Senior Systems Administrator
- 2388 Lead Systems Administrator
- 2421 Systems Operator I
- 2422 Systems Operator II
- 2423 Senior Systems Operator
- 2424 Lead Systems Operator
- 2418 Communications Analyst I
- 2419 Communications Analyst II
- 2420 Senior Communications Analyst
- 2398 Communications Administrator
- 2425 Communications Technician I
- 2426 Communications Technician II
- 2427 Lead Communications Technician

Systems Delivery:

- 2355 Associate Programmer Analyst
- 2396 Programmer Analyst I
- 2397 Programmer Analyst II
- 2394 Senior Programmer Analyst
- 2395 Lead Programmer Analyst
- 2356 Associate Business Systems Analyst
- 2357 Business Systems Analyst I
- 2365 Business Systems Analyst II
- 2367 Senior Business Systems Analyst
- 2369 Lead Business Systems Analyst
- 2430 Managing Consultant

SCHEDULE ONE
NON-TECHNICAL FOR ALL FIELDS OF WORK

- Time Management
- Effective Communication
- Myers Briggs
- Team Building
- Customer Service
- Stress Management
- Conflict Resolution
- Technical Writing
- Help Desk Etiquette
- Interpersonal Skills
- Word Processing Skills
- Working with Difficult People
- Basic Supervisory Skills

SCHEDULE TWO
SUPPLEMENTAL TRAINING FOR ALL FIELDS OF WORK

Groups A - D	Groups E-F	Groups G-I
Spreadsheets	CSM 1-3	CPM 4-6
Intro to Lans	Intranet	Risk Management
Internet - Using Effectively	Presentation Skills	ICCP
Intro to Telecommunications	Train the Trainer	Business Continuity
ICCP	ICCP	

SCHEDULE THREE
INFRASTRUCTURE FAMILY TRAINING

Groups A - D	Groups E - F	Groups G - I
WAN Administration	CNE (Network Specialist)	Advanced Internetwork Troubleshooting
Wan Management and Configuration Design	Internetwork Troubleshooting	Advanced Routers
Basic BPR	Advanced UNIX	WAN Design
Feasibility Studies (Planning Only)	Advanced Routers	WAN Modeling and Capacity Planning
Budget Prep (Planning Only)	Advanced BPR	Advanced CISCO Certification
Intro to Routers	Strategic Planning	WAN Management and Configuration Design
Intro to Cisco Router Configuration	ADABAS Performance and Tuning	Advanced UNIX
Mainframe Fundamentals	DB2 Performance and Tuning	IT Audit
DBA Utilities	IP Addressing	Advanced DB2 Database Administration
Database Programming	Internetworking Multi-Protocol Environments	ADABAS Database Internals
Procurement Overview	WAN Security	DB2 Internals
IT Long Range Planning	ADABAS Database Design	Architecture Analysis - Data Warehouse Techniques
	DB2 Database Design	Data Modeling Fundamentals and Techniques
	ADABAS Database Administration	Meta-Model Fundamentals and Concepts
	Administration	Any OS/390 Related Training

**SCHEDULE THREE
INFRASTRUCTURE FAMILY TRAINING
CONTINUED....**

Groups A - D	Groups E - F	Groups G - I
JCL	Project Management	Specific Database Training (i.e. ORACLE, SYBASE)
TSO	Systems Analysis and Design	
REXX and/or CLISTS	Object Oriented Analysis and Design	
ADABAS Fundamentals	Object Oriented Programming	
ADABAS Physical File Design	Development Methodology	
CONSTRUCT	Defining and Organizing Data Resources	
Supporting and Troubleshooting Windows	Data Dictionary Concepts and Fundamentals	
Intro to UNIX	Data Elements, Keys and Attributes	
Any Z/OS Mainframe Related Training	Advanced Cisco Router Configuration	
Specific Database Training (i.e. ORACLE, SYBASE)	Firewalls and Internet Security	
NATURAL	Any OS/390 Related Training	
	Mid-level CISCO Certification	
	Specific Database Training (i.e. ORACLE, SYBASE)	

**SCHEDULE FOUR
OPERATIONS AND SUPPORT FAMILY TRAINING**

Groups A - D	Groups E - F	Groups G - I
Intro to AutoCAD - CSU	Intro to LAN Management	CNE Certified Network Engineer
OS/390 Operations	Basic LAN Administration	Project Management
Job Scheduling	RACF Administration	Advanced LAN Administration
JCL	Basic LAN Security	Advanced LAN Security
TSO	Intro to Routers	Intro to LAN Design
TCP/IP	CNA Certified Network Administrator	Quality Assurance
Report Distribution	Intro to Fiber Optics	Computer Operations and Management
Intro to Telecommunications	Procurement Overview	Systems Analysis
Intro to Voicemail	Voice Mail System Administration	Print Management
LOTUS Notes Adm. 1	PBX System Administration	Job Monitoring Tools
OS/390 Related Training	Case Tools	Off-Site Facility Management
Data Center Operations Relevant Training	Data Communication	Tape Management
	LOTUS Notes Adm. 2	Production Control and Data Management

**SCHEDULE FIVE
SYSTEMS DELIVERY FAMILY TRAINING**

Groups A-D	Groups E-F	Groups G-I
Windows Supporting and Trouble Shooting	Project Management	Advance BPR
Systems Analysis and Design	Basic Cost Benefit Analysis	Advanced Project Management
Data Modeling	BPR	IT Audit
Software Testing	LAN Design	Production Control and Data Management
COBOL	Management Approved Programming Languages	Quality Assurance
NATURAL	JCL	Computer Operations and Management
SQL for ADABAS	Command Level CICS	Systems Analysis
SQL for DB2	TSO/ISPF	Print Management
SAS	Intro. to Quality Assurance	Job Monitoring Tools
JCL	Relational Databases	Off-Site Facility Management
Command Level CICS	Advanced ADABAS Classes	Tape Management
TSO/ISPF	Advanced DB2 Classes	Lotus Notes Development
Power Builder	Data Dictionaries	Imaging
Visual FoxPro	Advanced Construct	Workflow Management
SQL	Visual FoxPro	Document Management
Intro to ADABAS	Client Server Product Classes (Oracle, Sybase, Visual Basic)	EDI/EFT
Intro to DB2	IT Long Range Planning	E. Commerce Training
Data Dictionary Concepts	Advanced Internet/Intranet Classes	

SCHEDULE FIVE
SYSTEMS DELIVERY FAMILY TRAINING
CONTINUED....

Groups A-D	Groups E-F	Groups G-I
Object Oriented Analysis and Design	Object Oriented Analysis and Design	Managing Project Risk
Project Management Basics	Project Management Intense Projects	Project Estimating
Business Analysis & Requirements Gathering	Business Analysis & Requirements Gathering	
Software Testing Tools and Techniques	Software Testing Tools and Techniques	
Project Estimating	Project Estimating	
Intro to Microsoft Office Suite (Word, Excel)	Advanced Microsoft Office Suite (Word, Excel)	
Intro to Adobe Acrobat	Advanced Adobe Acrobat	
Intro to Microsoft PowerPoint	Advanced Microsoft PowerPoint	
Intro to Microsoft Project	Advanced Microsoft Project	
Intro to Web Authoring (HTML)	Advanced Web Authoring (HTML)	
Intro to Cascading Style Sheets	Advanced Cascading Style Sheets	
Crystal Reports	Advanced Crystal Reports	
Basic JavaScript	Advanced JavaScript	
Designing and Developing Web Sites	Designing and Developing Web Sites	
Web Application Development	Intense Web Application Development	
Developing Secure Web Applications	Developing Secure Web Applications	
Graphic Design	Graphic Design	
Intro to JAVA	Advanced JAVA Programming	
Intro to Microsoft ASP.NET	Advanced/Intense Microsoft VB.NET	

**SCHEDULE FIVE
SYSTEMS DELIVERY FAMILY TRAINING
CONTINUED.....**

	Classes	
Code Generators (CONSTRUCT)	JAD/RAD	
Oracle	Lotus Notes Development	
Sybase	Imaging Training	
Home Page Design	Workflow Management	
Intro to HTML	Document Management	
Intro to JAVA	EDI/EFT	
LAN Concepts	E.Commerce Training	
Lotus Notes Development		
Imaging Training		
Workflow Management		
Document Management		
EDI/EFT		
E.Commerce Training		

**SCHEDULE SIX
MANAGEMENT FAMILY TRAINING**

Groups A - D	Groups E – F	Groups G - I
ITS Procurement Overview	Cost Benefit Analysis	Conflict Resolution
Effective Communication	Information Systems Planning Overview	Stress Management
Time Management	Advanced Project Management	Time Management
Structured Analysis and Design	Supporting MS Windows NT Server Enterprise	CPM Continuing Education Courses
Admin. MS Windows		
Supporting MS Windows Core Technologies		

Any technical training relevant to the manager's area of responsibility.

**SCHEDULE SEVEN
APPROVED CONFERENCES AND USER GROUPS**

Groups A - D	Groups E - F	Groups G - I
	CA World	SHARE - IBM User's Conference
	NASTD	NASTD
	Information Builders User's Group	NASCIO
	DEVCON - FoxPro Developer's Conference	IDUG - DB2 User's Group
	GIGA Conference	COMDEX - Technology Showcase
	CISCO Networkers Conference	DEVCON - FoxPro Developer's Conference
	ICA Conference	CA World
	Gartner Conference	GIGA Conference
	EXPLORE	CISCO Networkers Conference
	AMDAHL User's Group	ICA Conference
	Hitachi User's Group	EXPLORE
	AIIM	AMDAHL User's Group
	Lotusphere	Hitachi User's Group
		AIIM
		Lotusphere